

St Wilfrid's CE Primary School - IEB Meeting Minutes

School: St Wilfrid's CE Primary School

Quorum: 2 (met at this meeting)

Chair: Andy Kent

Clerk: Gary Pugh

Date of meeting: 29 March 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	P
IEB Adviser	
Isobel Booler (SSEO)	P

Others present

Name	Role
Helena Miller *	Head of School (HS)
Susanne Budgett *	Deputy Headteacher (DHT)
Matt Whitehead	Didsbury CE Primary School
Gary Pugh	Clerk (One Education)

* Left the meeting for Item 4.

Opening Prayer

Part A: Agenda Items

1	Apologies & welcomes		
No apologies were received from members of the IEB.			
Apologies were received from Diane Martindale, who attends by invitation.			
	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
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The minutes and confidential minutes of the last meeting were approved as an accurate record of the meeting, subject to the following corrections.

Item 3, page 2, and Item 4, page 3

Replace 'IMB' with 'IEB'.

Item 8, confidential appendix

Replace 'Disbury' with 'Didsbury'

Replace: '... letter of resignation, with effect from 1 September 2016'

With: '... letter of resignation, with effect from 31 August 2016'

Matters arising

Item 3, Page 3

Jean Ruane has agreed to act as external adviser for the HS's performance management.

Item 4, Page 3

Matthew Bennett (MB) has confirmed with the local authority (LA) that there is a 60 day period of grace beyond the deadline of 31 March for a budget to be set.

Item 5, Page 4

The LA have agreed to carry out an internal Audit after the Easter break, on a date to be agreed.

Confirmation that the IEB has the skills to offer support and challenge around Finance is covered by the School Financial Value Standard (SFVS), to be reviewed at this meeting under item 8.

Item 7, Page 6

Matt Whitehead (MW) has provided HS with a copy of the Didsbury CE Staff Handbook, which includes child protection procedures.

Item 11, Page 9

The Diocese has agreed that Diane Martindale (DM)'s assignment to work with St Wilfrid's will continue until the Summer half term break.

Item 12, Page 9

The approved purchase of IT equipment has taken place.

Item 8, confidential appendix

The review of support in place for NQTs has been carried out and an enhanced role for the Deputy Headteacher (DHT) has been agreed and implemented.

MW will consult with HR on how to proceed with filling the need for a cover supervisor.

	Actions or decisions	Owner	Timescale

4	Head of School - Ratification		
<i>This item was discussed under Part B. Details are 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

5	HM Inspector's feedback		
<p><u>St Wilfrid's CE HMI monitoring visit (22.3.16 and 23.3.16): Second HMI Monitoring Visit</u> Isobel Booler (IB) presented her report on the visit and the following points were raised or highlighted in discussion.</p> <p>Alan Torr, HMI, gave very positive feedback about the progress the school had continued to make. This was very impressive for a second visit, and the required next steps are more typical of a third or fourth visit. HMI would not have recognised this as the same school reflected in the Ofsted report.</p> <p>His judgement was 'reasonable progress', and he indicated that this visit in isolation would have supported an assessment of 'Requires Improvement to Good' (RI/G). The school still may not appoint newly qualified teachers (NQTs), but this restriction remains in place because there are already three NQTs on staff.</p> <p><u>Outcomes</u> Observations from book scrutiny were positive, demonstrating progress in English and Maths. Next steps are to focus now on foundation subjects such as Science and Geography, one at a time.</p> <p><u>Teaching & Learning</u> Early Years Foundation Stage (EYFS) teaching now reflected higher expectations, though one of the two Nursery lesson observations was characterised by weaker teaching, poor behaviour and poor independent learning.</p> <p>The supply teacher in Year 1 (Y1) performed well.</p> <p>The changes for Year 3 / Year 4 (Y3/Y4) have achieved improvements but there is more work to do.</p> <p>Teaching in Year 5 / Year 6 (Y5/Y6) is a strength.</p> <p><u>Leadership and management</u> The revised School Improvement Plan (SIP) is clear, with much sharper success criteria.</p> <p>HMI was positive about the work on moral ethos in collaboration with the Diocese.</p> <p>The lesson observation format and move to joint observation are delivering accurate judgements, which are a sound foundation for improvement.</p> <p>Parents are much more engaged.</p> <p>The HS is providing strong leadership and there is whole school engagement in driving the school forward.</p> <p>The next HMI visit will be a Section 5 inspection by a team. The school is on track for an</p>			

assessment of RI/G, which would take it out of special measures.

Following the visit, the Chair, HS and Paul Good (PG) met with staff and recognised whole school progress.

Parents will be updated on the outcome of the inspection once the formal letter is received from HMI.

The IEB commended the HS and DHT for the significant achievement reflected in this feedback.

	Actions or decisions	Owner	Timescale
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6 Staffing update

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

	Actions or decisions	Owner	Timescale

7 Budget 2016/17 for approval

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

	Actions or decisions	Owner	Timescale

8 School Financial Value Standard (SFVS) update

The IEB received and noted the SFVS.

No issues were raised and the SFVS was approved.

	Actions or decisions	Owner	Timescale
	• SFVS approved.	IEB	29 Mar 16

9 Website update

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

There are two statutory items which are not yet posted on the website:

Sports Premium: This content is now ready. HS will post it on the website and email copy to IEB members.

Curriculum: This is not yet finalised. Copy will be available for scrutiny at the next IEB meeting on 27 April.

The new school website has been built on the e4education platform and is ready to be uploaded. This work will be completed by Ben East, the freelance journalist who supports the trust's websites. The site will be in place by the next IEB meeting on 27 April.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Post Sports Premium content on the school website and email copy to IEB members 	HS	27 Apr 16
	<ul style="list-style-type: none"> • Prepare Curriculum website content for scrutiny at next IEB meeting. 	HS	27 Apr 16
	<ul style="list-style-type: none"> • New school website in place. 	HS	27 Apr 16

10	Conversion update
<p>PG provided an update and the following points were raised or highlighted in discussion.</p> <p><u>Conversion date</u> The trust is awaiting confirmation of a conversion date. It is now expected to be 1 June 2016.</p> <p>Trust solicitors Slater Heelis advise that they are not getting timely responses from Manchester City Council (MCC). MW will ask Slater Heelis who they are dealing with at MCC and let MB know. MB will then see if he can expedite progress with the council.</p> <p>The IEB expressed the hope that a conversion date of 1 June 2016 is achievable, and that the MCC and other parties will all work to achieve this.</p> <p><u>Governance</u> The IEB received and noted the revised scheme of delegation for the St James and Emmanuel Academy Trust. The following points were raised or highlighted in discussion.</p> <p>This scheme was agreed at the last trustees' meeting and restructures the trust for effective management of three schools.</p> <p>There will be fewer members on the Board of Directors, which will enable speedier decision making.</p> <p>Local Governing Boards (LGBs) will have delegated responsibility for governance of the schools.</p> <p>The Board will be responsible for strategy. Elements such as working together protocols to promote partnership between the trust schools, and decisions around adding new schools to the trust.</p> <p>Board membership may increase in due course to include representation from St Wilfrid's parochial church council (PCC)</p> <p><i>Q. What parent governor representation will there be?</i> Each LGB will have two parent governors, one elected, one nominated. The Didsbury CE model has been for the nomination to be made by the PCC.</p> <p><i>Q. When will St Wilfrid's LGB come into operation?</i> The LGB will be in place for the conversion date of 1 June 2016 and will come into operation when the IEB is dissolved.</p> <p>The work around the structuring of the LGB will begin at the next IEB meeting on 27 April.</p> <p><i>Q. How will foundation governors be appointed? What will be their term of office?</i></p>	

These will be appointed by the trust. Their term of office will be three years.

Q. Is the trust's consultation complete?

Yes. It has been overwhelmingly positive. The outcome will be posted on the trust and individual school websites and in school newsletters. HS will include an item in the St Wilfrid's newsletter.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Expedite progress on legal matters with the relevant contact at the MCC. 	MW, MB	27 Apr 16
	<ul style="list-style-type: none"> Include in St Wilfrid's newsletter an item on the positive outcome of the trust's consultation. 	HS	27 Apr 16
	<ul style="list-style-type: none"> Agenda item for next meeting: St Wilfrid's LGB 	Chair	27 April 16

12	AOB		
<u>IT Equipment</u>			
The HS requested IEB approval for the disposal of school whiteboards.			
No issues were raised and the disposal of whiteboards was approved.			
There was no other business.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Disposal of whiteboards approved. 	IEB	29 Mar 16

Date and time of next meeting:	Wednesday, 27 April 2016 at 4.00pm Monday, 16 May 2016 at 4.30pm
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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.