

# 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: 27 April 2016

Venue: St Wilfrid's CE Primary School

## Attendance

Name	Present (P)/apologies (Ap)/absent (A)
<b>Core IEB Membership</b>	
Andy Kent (Chair)	P
Mathew Bennett	P
Ann Flatman	P
Paul Good	P
<b>IEB Adviser</b>	
Isobel Booler (SSEO)	Ap

## 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 9.

Opening Prayer

## Part A: Agenda Items

<b>1</b>	<b>Apologies &amp; welcomes</b>		
Apologies were received from Isobel Booler.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>2</b>	<b>Declaration of interests</b>
Susanne Budgett expressed an interest in the update on Deputy Headteacher (DHT) recruitment, which is to be taken under any other business.	
There were no other pecuniary interests expressed regarding any of the agenda items.	

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>3</b>	<b>Minutes of the previous meeting (29.3.16) and matters arising</b>		
----------	--	--	--

The minutes and confidential minutes of the last meeting were approved as an accurate record of the meeting.

Matters arising

Item 8, page 4

The School Financial Value Standard (SFVS) has been submitted to the local authority (LA).

Item 9, page 5

Sports Premium content is now posted on the school website to be demonstrated at this meeting under item 5.

Item 10, page 6

Slater Heelis now advise that they are getting timely responses from Manchester City Council (MCC). Owing to land and legal issues, the conversion date is now expected to be 1 July 2016.

The positive outcome of the trust's consultation has been included in St Wilfrid's newsletter, and on the school website.

Item 6, confidential appendix page 3

An update on support staff will be included in the Head of School's (HS) report under item 5.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>4</b>	<b>HM Inspector's letter</b>		
----------	------------------------------	--	--

The Head of School (HS) updated the committee following receipt of the HM Inspector's (HMI) letter and the following points were raised or highlighted in discussion.

HS will email HMI's letter to all IEB members. The letter confirms the positive verbal feedback HMI gave at the end of his visit, which was discussed in detail by the IEB at its meeting on 29 March 2016.

The IEB recognised that HMI's comments were particularly positive about HS.

Next steps are to update the School Improvement Plan (SIP) with action to extend the good progress made in English and Maths to foundation subjects such as Science and Geography. This will include revisions to the marking policy to ensure that marking is based on subject-specific skills.

HMI noted that information on how the school spends its Sports Premium is not on the school website, which is a statutory requirement. This was raised by the IEB at its 29 March meeting, and Sports Premium content is now posted on the school website to be demonstrated at this meeting under item 5.

Staff have welcomed and acted upon HMI's feedback and advice. The atmosphere at staff meetings is lively and positive.

The parental response has also been very positive. This represents a significant shift from the views expressed at the IEB's first meeting with parents. HS has a continuing public relations job to do with parents, keeping them engaged through the school newsletter and other channels.

The IEB recognised the importance of continuing to share the SIP journey genuinely and honestly with parents.

Maths consultant Dave Godfrey (DG) from Sense of a Number has been in school. He carried out a learning walk and has followed this with staff training. His input has been excellent, making good use of visual methods to explain, for example, the expanded method which is now part of the school's calculation policy. The trust recognises the engagement of DG as an example of where St Wilfrid's is now leading on best practice which can be adopted by the other trust schools.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Email HMI letter to all IEB members.</li> </ul>	HS	4 May 16

## **5 Head of School's report**

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

### Staffing Update 2016/17

Staffing proposals need to address the point, highlighted by HMI, that some classes are too large:

Year 1	(Y1):	31
Year 1 / 2	(Y1/2):	31
Year 2	(Y2):	32

The solution is two classes each in Y1 and Y2 rather than one class each and one combined Y1/2. This will be well-received by parents, who have historically had concerns about the combined class. HS presented three scenarios for how teachers can be allocated to cover this. The IEB noted that the decision on which scenario to implement is an operational one for the HS in consultation with Matt Whitehead (MW) for the trust. The budget implications will be part of their consideration.

*Q. Will there be a teaching assistant (TA) in every class?*

No. Years 5 and 6 (Y5, Y6) will each have a TA because of their larger sizes. Other classes will draw on the pool of TAs as needed

*Q. When will parents be advised of the 2016/17 teacher allocations?*

Typically after the Summer half term. This is after the resignation deadline for teachers wishing to take up a new appointment in September, so minimises the risk that the school will have to go back to parents with changes.

*Q. Are there any resignations already known to take into account for September?*

Yes. The staff leaving are not included in the 2016/17 scenarios.

The IEB received and noted the overall staffing allocation for 2016/17 and further noted that HS has delegated authority to recruit as necessary to replace any staff who resign during the Summer term 2016.

*A discussion of confidential staffing matters then followed, under Part B. Details are recorded in a*

*Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.*

### School website

The new school website has been built on the e4education platform and is ready to be uploaded. Work on the site has been supported by Ben East (BE), the freelance journalist who supports the trust's websites. The site will be live by Monday 2 May 2016.

HS demonstrated the website. It is easy to navigate. All areas are populated. All statutory content is posted, with the exception of some detail on Early Years Foundation Stage (EYFS).

*Q. The copy on the landing page refers to St Wilfrid's membership of the trust. Does this mean it cannot go live until conversion, currently expected to be 1 July?*

No. HS will amend the wording to reflect the current position, then revise the wording upon conversion.

*Q. HS has been responsible for website maintenance in the past, and has built the new website. Who will maintain the website going forward?*

It will be passed to office support staff. Ongoing maintenance is very straightforward. BE will brief the support staff, and continue to be available should any complex changes be needed.

The IEB recognised and thanked HS for her time and hard work in building the new website.

### Behaviour and Safety

The IEB received and noted HS's Safeguarding update.

### Quality of Teaching

The IEB received and noted HS's report and the following points were raised or highlighted in discussion.

Quality of teaching was discussed at length by the IEB in its 29 March meeting. There has been no significant movement since then. Learning walks and classroom observations to support development of teaching staff are ongoing.

### Achievement of Pupils

The IEB received and noted HS's report and the following points were raised or highlighted in discussion.

The IEB noted the clarity of the data in this report and thanked HS.

For each year group, the report includes space for teachers to document the action they will take to narrow the attainment gap for that group. It is important that the teachers do this themselves, both because they are best-placed to know individual students' needs, and to ensure their ownership of the action.

It is important that the school can track the progress of those children achieving below Age Related Expectations (ARE) who remain below ARE. The three trust schools have a day set aside on Monday 23 May to see and evaluate potential systems for doing this.

### Early Years Provision

The IEB received and noted HS's report and the following points were raised or highlighted in discussion.

The school's EYFS moderation visit will take place on Wednesday 11 May.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Staffing allocation for 2016/17 received and noted.</li> </ul>	IEB	27 Apr 16
	<ul style="list-style-type: none"> <li>Amend the wording on the website landing page to reflect the current position regarding trust membership.</li> </ul>	HS	2 May 16

## **6 Finance update, year end 2016**

The IEB received and noted the Finance update for year end 2016. The following points were raised or highlighted in discussion.

### Revenue total

Total income revenue	£1,515,282.26	
Total expenditure	£1,504,484.27	
In year balance	£10,797.99	
B/f from 2014/15	£86,083.90	surplus
Cumulative total c/f	£96,881.89	surplus

### Summary

Revenue	£96,881.89
Capital	0.00
C/f closing balance	£96,881.89

The following variances were noted:

E08 Indirect employee expenses £60,320.38 overspend

This is for TA redundancy payments arising from the staff restructure

E12 Building maintenance and improvement £3,297.57 overspend

This is for an overspend incurred in 2014/15 payable in 2015/16.

E15 Water and sewerage £189,80 underspend

There are bills not yet received. This will not ultimately be an underspend.

The carry forward at year end 2016 is expected to be £96,881.89, which is around double the figure projected when the IEB was established.

If this carry forward appears to be sustainable after conversion, the trust may look again at using the funds to increase staffing. The embargo on St Wilfid's taking on newly qualified teachers (NQTs) will by then have been lifted.

*Q. Will a five-year budget then be set?*

Yes.

*Q. Will the budget be under trust oversight?*

Yes. In due course, the intention is that the trust will have a business manager with oversight of the three schools.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>7</b>	<b>Conversion update</b>		
<p>Paul Good (PG) provided an update and the following points were raised or highlighted in discussion.</p> <p>Trust solicitors Slater Heelis advise that they are on track for a conversion date of 1 July 2016. Human resources (HR) adviser Chris Dilworth is also aligned with that conversion date.</p> <p><i>Q. Is the diocese also aligned with conversion on 1 July?</i> Yes. Slater Heelis are keeping them advised.</p> <p><i>Q. Should the expected conversion date be shared with parents in the school newsletter?</i> Yes. HS will do so.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Share the expected conversion date of 1 July with parents in the school newsletter.</li> </ul>	HS	16 May 16

<b>8</b>	<b>St Wilfrid's local governing body</b>		
<p>PG provided an update and the following points were raised or highlighted in discussion.</p> <p>The trust is now ready to recruit for the local governing body (LGB). Nick Bundock, for the trust, has created a recruitment and selection process.</p> <p>The former Chair of Governors, Geoff Stevenson (GS), has been approached and is prepared to Chair again. He has declared an interest in that his wife is currently in temporary employment at the school as a teacher providing maternity cover. This does not prevent him serving as a governor. Should this result in an interest in an agenda item at any meeting, he will verbally declare his interest and withdraw as appropriate.</p> <p>GS will be invited to attend future IEB meetings. He will work with trust colleagues and the IEB to shape the new LGB. PG will provide the clerk with an email address for GS.</p> <p>The new Rector of St Wilfrid's, the Rev Andrew Bradley will be a member of the LGB. There will be a parent member: elections will be held in September to include new parents.</p> <p><i>Q. Will there be a staff member?</i> Yes. Again, the election for this post will take place in September to ensure that all staff on roll for 2016/17 are included.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Provide the clerk with an email address for Geoff Stevenson.</li> <li>Invite Geoff Stevenson to attend future IEB meetings.</li> </ul>	PG  Clerk	9 May 16  9 May 16

<b>9</b>	<b>AOB</b>		
<u>DHT recruitment</u> <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>			
There was no other business.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>Date and time of next meeting:</b>	<b>Monday, 16 May 2016 at 4.30pm</b>
---------------------------------------	--------------------------------------

**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.*