

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: 16 May 2016

Venue: St Wilfrid's CE 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

* *Joined the meeting after Item 1.*

Others present

Name	Role
Helena Miller	Acting Headteacher (AHT)
Susanne Budgett **	Deputy Headteacher (DHT)
Matt Whitehead	Didsbury CE Primary School
Diane Martindale	Diocesan Representative
Gary Pugh	Clerk (One Education)

** *Left the meeting during Item 8, as indicated.*

Opening Prayer

Part A: Agenda Items

1	Apologies & welcomes
There were no apologies from members of the IEB.	
Apologies were received from Geoff Stevenson, who attends by invitation.	
The Chair noted that this will be the last meeting to be attended by diocesan representative Diane Martindale (DM). The IEB recognised that DM's contributions have been enormously beneficial to the IEB, to the Chair, and to the Acting Headteacher (AHT). The Chair will write to the diocese to commend and thank DM for her contribution.	

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Write to the diocese to commend and thank DM for her contribution. 	Chair	30 Jun 16

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 (27.4.16) and matters arising		
The minutes and confidential minutes of the last meeting were approved as an accurate record of the meeting.			
<u>Matters arising</u>			
<u>Item 5, Page 5</u>			
The Acting Headteacher (AHT) will verify that the wording on the website landing page reflects the current position regarding multi-academy trust (MAT) membership.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Verify that the wording on the website landing page reflects the current position regarding MAT membership. 	AHT	30 Jun 16

4	Acting Headteacher's report		
AHT presented her report and the following points were raised or highlighted in discussion.			
<u>Staffing Update 2016/17</u>			
The IEB received and noted the overall staffing allocation for 2016/17. This now reflects the following changes:			
A Year 4 (Y4) teacher who has applied for a job at another school and may need to be replaced.			
A Year 5 (Y5) teacher who has withdrawn an application for a job at another school, so will now be staying.			
A teaching assistant (TA1) who provides support for students with Special Educational Needs and Disability (SEND) is now having to spend more time with a child in Nursery, so has less capacity to help with other year groups.			
<u>SEND</u>			
The Deputy Headteacher (DHT) has been planning SEND provision in collaboration with Pat Livesey (PL) from Didsbury CE.			
<u>Early Years Foundation Stage (EYFS)</u>			
The EYFS moderation visit took place on 11 May. It confirmed that 77% of the children are on track to achieve a Good Level of Development (GLD). The target is for 80% to achieve GLD.			
<u>Post Ofsted Action Plan (POAP)</u>			

POAP Quality of teaching: Newly Qualified Teachers (NQTs)

A discussion of confidential 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.

POAP Quality of teaching: Nursery

The Nursery teacher identified as underperforming has been partnered with a more experienced teacher. The AHT will meet with this teacher to review her progress during the week of 16 May.

POAP Leadership and management

Middle leaders will be involved in shaping the new School Development Plan (SDP), taking responsibility for the action plans in their respective subject areas.

Q. Do these middle leaders also have a role in the monitoring and evaluation of their subject teams?

Yes. They will carry out joint observations with members of the senior leadership team (SLT).

Assistant Headteacher Mandy Dhaliwal has been enrolled on the Teaching Leaders programme. Places on the programme have also been provisionally booked for the staff who are selected for the two new teaching and learning responsibility (TLR) roles.

The new school website is now live.

Behaviour and Safety

The IEB received and noted AHT's Safeguarding update.

	Actions or decisions	Owner	Timescale

5 Indicative budget, April 2016 – March 2017

The IEB received and noted:

Indicative budget for the period April 2016 to March 2017.

Local authority (LA) budget for the period April 2016 to June 2016.

The following points were raised or highlighted in discussion.

Indicative budget for the period April 2016 to March 2017.

Revenue total

Total income revenue	£1,511,835	
Total expenditure	£1,563,892	
In year balance	£52,057	deficit
B/f from 2014/15	£96,882	surplus
Cumulative total c/f	£44,825	surplus

LA budget for the period April 2016 to June 2016

Revenue total

Total income revenue	£340,948	
Total expenditure	£429,736	
In year balance	£88,788	deficit
B/f from 2014/15	£96,882	surplus

Cumulative total c/f £8,094 surplus

The LA budget covers the period for which the school will remain under LA control if conversion goes ahead on 1 July 2016. The indicative budget will be subject to revision at conversion.

Q. Why does the LA budget show such a high deficit?

This is owing to payments on annual contracts which are required at the beginning of the year.

Q. The indicative budget predicts deficits in each of the next three years. Best practice for sustainable financial management is to maintain a surplus of around 10%. Should the budget predictions aim to achieve this?

After conversion, the MAT will look at other income streams. As an example, St Wilfrid's does not charge the Kids Kingdom after school club for use of its facilities. The MAT has a leasing policy, with a charging structure for businesses making use of MAT premises and facilities, which should be extended to St Wilfrid's. The MAT will handle this sensitively, recognising the valuable link between St Wilfrid's and the community provided by having Kids Kingdom on-site.

Q. Is the Pupil Premium funding shown in the budget based on current levels?

Yes. There may be some scope to increase this income stream by encouraging more families to register for free school meals (FSM).

No issues were raised and the indicative budget was approved.

No issues were raised and the LA budget was approved.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Indicative budget, April 2016 to March 2017, approved. 	IEB	16 May 16
	<ul style="list-style-type: none"> LA budget, April 2016 to June 2016, approved. 	IEB	16 May 16

6	Conversion update		
	<p>Paul Good (PG) provided an update and the following points were raised or highlighted in discussion.</p> <p>Conversion is on track for 1 July 2016.</p> <p>The MAT has had support in its dealings with Manchester City Council (MCC) from Janet Penman (JP), an academies adviser for the Department for Education (DfE).</p> <p>The AHT will email HM Inspector Alan Torr (HMI) to ensure that he is aware of this timeline.</p>		
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Email HMI to ensure that he is aware of the timeline to conversion on 1 July 2016. 	AHT	23 May 16

7	St Wilfrid's local governing body		
	<p>PG provided an update and the following points were raised or highlighted in discussion.</p> <p>The MAT is in the process of restructuring its Board of Directors. It is following a formal</p>		

recruitment process. Role descriptions have been prepared, and candidates are invited to apply. The shaping of the new local governing board (LGB) for St Wilfrid's has been deferred until the new MAT board is in place.

A parent has raised a concern about Geoff Stevenson (GS) returning to chair the LGB, as he was the chair of the former LGB immediately before it was dissolved. He may be associated in parents' minds with the school's difficulties, as he chaired a governors' meeting with parents to address concerns at the point the former headteacher started her period of absence. The MAT and the IEB are aware that GS had only just been appointed as Chair at that point, and so had no responsibility for the governance of the school during its difficulties. The Chair had spoken with the parent concerned to explain the background and rationale.

At the IEB's first public meeting with parents, the parent group made it very clear that they were concerned about what would happen to the school and its governance after the IEB. The IEB's ongoing communication with parents has gone some way to alleviating this concern, but there will be some residual anxiety. The MAT will address this by sharing with parents its vision for governance at MAT and LGB level, and of the power of collaboration across the MAT.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Arrange for a response from the MAT to the parent who raised concerns about the proposed chair of the LGB. 	PG	30 Jun 16

8	AOB
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Q. The next meeting of the IEB is on Thursday 30 June, the day before expected conversion on Friday 1 July. Will there be any business for this meeting?

The Chair and Isobel Booter (IB) will verify whether there is any business that needs to be concluded at a final meeting of the IEB. If not, the meeting may not be needed.

If conversion is delayed beyond the expected date of 1 July, the IEB will meet on 30 June as scheduled.

The IEB was thanked for its hard work by MW, on behalf of the MAT, and by IB on behalf of the LA.

The DHT left the meeting.

DHT recruitment

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.

There was no other business.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Verify whether there is any business that needs to be concluded at a final meeting of the IEB. 	Chair, IB	23 Jun 16

Date and time of next meeting:	Thursday, 30 Jun 2016 at 3.00pm
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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.*