

IEB for Horizons Learning Federation

(Holywell CofE Primary School, Needingworth; St Helen's Primary School, Bluntisham; Somersham Primary School, Somersham)

DRAFT Minutes of IEB Meeting on Friday 31st August 2018 at 10am

Present:	Penny Conway (PC), Christine Moss (CM), Sue Bowman (SB), Ray Byford (RB), Jane Crowden (JC), Judith Skelton (JS)
Visitors:	Joan Beale, Education Consultant representing CPET (JB)
Clerk:	Amy Lorimer (Camclerk)

Discussion	Decisions Made / Actions Agreed
Welcome and Introductions The IEB welcomed Joan Beale, an Education Consultant employed by CPET and here to observe on behalf of CPET. CPET's interest is limited to Somersham Primary School.	
5. Academy sponsor – update This agenda item was moved to the top of the agenda to welcome JB and explain the position with regard to preferred academy sponsor for Somersham. CPET has been confirmed as the preferred sponsor academy for Somersham. This has yet to be approved by the Headteachers Board, but is now public information. CPET are yet to nominate IEB member – JB here to observe only. For clarity the IEB confirmed there is no current plan for academisation for Holywell or St Helens; CPET are here only with reference to Somersham.	
1. Apologies for absence None.	All IEB members present.
2. Declaration of direct or indirect pecuniary interest in any of the following items	The Clerk stated that she has previously clerked for CPET Board of Trustees and CPET schools – but has no ongoing relationship with CPET (and is employed by Cambs County Council as a Camclerk). No other interests declared.
3. Minutes of last meeting 18/07/2017 Draft minutes and draft confidential minutes had been circulated prior to the meeting.	Meeting minutes APPROVED subject to the following amendments:

<p>JB clarified that the emergency fund grant of £60k for Somersham is NOT in lieu of the usual £45k academisation grant. The emergency fund grant was granted prior to the OFSTED inspection, prior to academisation being forced. CPET have now been also asked to apply for the £45k academisation grant (for which CPET need to propose a spending plan).</p>	<p>5i) Wording around Clerk to Governors post to be revised. 5i) The £60k emergency fund grant for Somersham is separate to the potential £45k academisation grant. 8) Parent and staff drop-in to be added to 7th September meeting date at St Helen's</p> <p>Confidential meeting minutes APPROVED.</p>
<p>4. Agreed actions update and matters arising from minutes of last meeting, not elsewhere on this agenda Progress on actions from the last meeting was summarised as follows: Action 001 – Ongoing – awaiting school office to open. Action 002 – Completed – secure email in use. Action 003 – Completed – the governing body was already subscribed to governor services SLA. Action 004 – Completed – circulated. Action 005 – Completed, on agenda (item 7). Action 006 – Completed, on agenda (item 10). Action 007 – Completed – circulated. Action 008 – Underway – one meeting has taken place. Action 009 – Ongoing – booked for 7th September. Action 010 – Partially completed, but Pupil Premium report not yet circulated. Action 011 – Confidential – completed. Action 012 – Confidential – completed. Action 013 – Completed – the business manager stated that there is no access to the 'office@' email address over the summer. Action 014 – Ongoing - LA Action Plan for Somersham not yet approved by OFSTED. Action 015 – Ongoing - parent forum to be established. Action 016 – Completed, on agenda (item 7).</p>	
<p>6. Updated terms of reference Draft terms of reference had been circulated prior to the meeting.</p>	<p>Updated IEB terms of reference APPROVED.</p>
<p>7. School business manager / admin support potentially required within the federation – and other staffing issues</p> <p><u>Federation Business Manager</u> (Resigned effective 31st August – moving to CPET.) This role included finance management at St Helen's as well as administrative support to the Executive Head regarding all three schools (for example, running the catering tender). CPET have offered that the federation could buy back the services of this individual back to Horizons for one day per week in the autumn term to provide business support. The IEB noted that one day a week – whilst very useful in</p>	<p>The IEB determined that St Helens may recruit a finance position at 37 hours per week, 40 weeks per annum. This role to include general admin support to St Helens.</p>

this initial few weeks of term - will be insufficient to provide the level of support required both for finance at St Helens and also for support to the Executive Head. The IEB also noted that finance support is required specifically at St Helens, and that it must be ensured that CPET understand that this is where the Business Manager would be working (not Somersham).

Concern was expressed that the Executive Head cannot be expected to fulfil her duties if adequate administrative support is not in place.

Administrative Support

The IEB noted that the number of hours of administrative support across the Federation seems high.

The Office Manager at Holywell (37 hours per week / 40 weeks per annum) resigned in July and no replacement has been recruited. Holywell currently has one full time and one part time administrative assistants. The need for additional support at Holywell is unknown.

Clerk to Governors

PC met with EPM regarding the position of Clerk to the Governors. EPM advised that a redundancy process has not yet been implemented.

The IEB considered the position of Clerk to Governors, bearing in mind possible gaps in administrative cover in the three schools.

In particular, it was noted that once the IEB has completed its work the school(s) will likely revert to having a governing body that requires a Clerk.

Options for this interim period including asking the Clerk to assist with administrative work within the school by which she is employed.

SENDCO

There was a SENDCO based at Somersham covering the three schools. This individual has resigned and SENDCO provision for each school for the coming term is not yet clear to the IEB. The Heads of School at Somersham and St Helens are accredited SENDCO but do not have capacity to fill the role long term.

The IEB noted that there may be potential to use some of the £60k emergency fund grant to Somersham to solicit SENDCO cover from within CPET.

Site Manager

The site manager at Somersham has resigned effective 31st September 2018.

There is a site manager in place at Holywell.

There is no site manager in place at St Helens. Recently the site managers from Somersham and Holywell have provided cover to St Helens.

Action 001: The IEB will review the role of the business manager in terms of support to the Executive Head.

Action 002: The IEB will liaise with the Executive Head regarding potential need for additional administrative support across the Federation.

Action 003: PC to liaise with Clerk to Governors regarding possible administrative role in school.

Action 004: PC to liaise urgently with Executive Head to ensure SENDCO provision in each school.

If necessary, SENDCO provision may be recruited via short fixed-term contracts.

Somersham may recruit for a site manager – CPET should be asked for input before the post is advertised.

Action 005: PC to liaise with Executive Head regarding potential need for a site manager at St Helens.

<p><u>TA Cover</u> Somersham have a child entering reception for whom an EHCP has been applied for. The school have asked the IEB via SB whether they may recruit a 1:1 TA for this pupil.</p> <p><u>Year 5 class teacher at Somersham</u> The IEB noted that Somersham is currently recruiting a Year 5 teacher – it is anticipated that this year group will be taught by a combination of supply teachers until Spring 2019. The current job advert on EPM invites applications from NQTs. The IEB notes that the school does not currently have the capacity to support NQTs and it is not appropriate for a school in special measures to recruit NQTs.</p>	<p>St Helens may recruit for a site manager if required.</p> <p>The IEB agreed that once an EHCP is in place, then the school may recruit for this role.</p> <p>Action 006: PC to liaise with Executive Head to revise job advert for Year 5 teacher at Somersham, with appropriate input from CPET.</p> <p>The IEB will provide support to any recruitment processes at all three schools.</p>
<p>8. Communications with parents and staff A letter was sent out from PC at the start of the summer holidays explaining that there is an IEB in place. No communications have been received from parents but the IEB noted that there has been no access to the ‘office@’ email address over the summer, so parent emails may be awaiting a response there.</p> <p>SB has been communicating with a parent from Somersham regarding the Year 1 class structure since the end of last term.</p> <p>The Executive Head has received a complaint from a parent – this information may be shared with the IEB shortly.</p>	<p>Action 007: PC to liaise with Executive Head to arrange parent and staff drop-in at St Helens on 7th September and at Somersham on 10th September following the LAIG meetings already arranged in the respective schools on these dates. PC to arrange similar drop-in meetings at Holywell on 18th September (date of next IEB meeting).</p>
<p>9. School Improvement – Feedback from IEB members from review of documents circulated since last meeting</p>	
<p>9i. Leadership Review: Leadership Review The LA leadership review from earlier this year was discussed.</p> <p>There is a confidential minute.</p>	<p>Action 008: See confidential minute Action 009: See confidential minute</p>
<p>9ii. Pupil Premium review The Somersham Pupil Premium review was not circulated.</p> <p>Pupil premium reviews have not been completed at St Helens or Holywell.</p>	<p>Action 010: SB to circulate Somersham PP review.</p> <p>Action 011: SB to request that the LA conduct a Pupil Premium review at Holywell and at St Helens.</p>

<p>9iii. Notes of Visit</p> <p>The IEB noted that in 2017-18, there were 17 NOVs for St Helens and 20 NOVs for Somersham, including visits from Primary Advisors, Maths Advisors, English Advisors, and EYFS Advisors.</p> <p>There was only one NOV for Holywell, from the EYFS Advisor. (Holywell will also have had visits from the team at Ely Diocese).</p> <p>The IEB queried how information from NOVs is disseminated within the Federation and how it is acted upon / followed up. This will be explored further at the LAIG meeting in September.</p>	
<p>9iv. LAIG meeting Notes</p> <p>The St Helens LAIG meeting notes for the ‘Summer 2’ meeting on 28th June 2018 had not been circulated.</p>	<p>Action 012: SB to circulate St Helens LAIG meeting notes for 28th June 2018.</p>
<p>9v. Governance Review</p> <p>The IEB noted that much of the content of the governance review is now superceded by the establishment of the IEB. However, it remains clear that IEB needs to improve communications with parents and with staff.</p> <p>The IEB discussed the information required from the Executive Head in advance of the IEB meeting on 18th September.</p>	<p>Action 013: PC to request Executive Head’s report for circulation prior to the 18th September IEB meeting, to include for each school:</p> <ul style="list-style-type: none"> • Action Plan (RAG rated) • Attainment and progress targets (if not included in action plan) • Summer 2 data, analysis, and priorities • Pupil numbers, demographics (including SEND, PP, EAL etc) • Staffing update – including information about senior and middle leadership roles • Quality of teaching and learning • Premises update – planned works for this academic year
<p>10. School meal provider</p> <p>Various tender documents, reports and emails had been circulated regarding the school catering provision.</p> <p>PC summarised the position, explaining that the governors had completed the tender process and selected a school meal provider (Lunchtime Company). However, the contract has not been awarded as the bids had to be amended after it became clear that Somersham would leave the federation when it joined CPET. New bids for each school individually had been received but no final decisions about awarding the contracts had been taken due to the change in governance structure.</p>	<p>Action 014: PC to instruct Executive Head to award two contracts to Lunchtime Company: one for school catering at St Helens, and one for school catering at Holywell.</p>

<p>Regarding Somersham – CPET is currently putting out a tender for catering provision across their schools and has offered they may be able to include Somersham in this tender document. This would avoid any unnecessary change or confusion as the school joins CPET in the near future. PC has requested if CPET include Somersham in their tender process, that provision is made for input by parents and pupils at Somersham during the process.</p>	<p>Action 015: PC to liaise with CPET regarding tender process for catering provision at Somersham.</p>
<p>11. Building maintenance – St Helen’s An email chain between PC and the Federation’s business manager, regarding roofing works at St Helens, had been circulated prior to the meeting. This email chain suggested that works were ongoing but that it was anticipated that the school re-open as planned on 5th September.</p> <p>PC reported that she received a further email this morning from the Executive Head, suggesting that works are overrunning by five to six weeks. There is scaffolding across much of the site, ceilings in poor repair and ongoing leaks. One classroom is out of action and that there is a chance that the school may not be able to open as planned. A site meeting with the contractor is planned for this afternoon.</p> <p>The IEB noted several options to mitigate the impact of the overrunning works, including potential to bring mobile classrooms onto site, or to use spare classroom capacity at Somersham to temporarily house St Helens classes.</p> <p>It is not clear who from the LA has been managing these works and why the IEB was not informed earlier of potential issues.</p> <p>The IEB also noted that there is a bungalow on site at St Helens (formerly the caretaker’s residence), which is not inhabited as it is in poor repair and contains hazards including asbestos. The fencing around this bungalow is in poor repair.</p>	<p>Action 016: JC and clerk to attend site meeting this afternoon for information, and circulate findings to IEB members. <i>Post meeting note – see separate minutes on file for site meeting.</i></p>
<p>12. Additional items for next meeting As identified above.</p>	
<p>13. Any other business <u>School Finance</u> RB stated that he will be visiting each school to review the financial situation, liaising in each case with the Executive Head. Clarity will be essential to differentiate work completed for this IEB from work completed as part of ongoing LA input.</p>	

<p><u>Jury Service</u> SB informed the IEB that Rebecca Berton, the Head of School at Somersham, has been called for jury service in October 2018.</p>	<p>Action 017: SB to request on behalf of the IEB that Rebecca Berton ask to defer jury service, as her presence in school will be essential in October 2018.</p>
<p>8. Dates of future meetings</p> <p>St Helens LAIG – Friday 7th September 2018 1.30pm - IEB to be available to meet with Somersham staff or parents afterwards.</p> <p>Somersham LAIG – Monday 10th September 2018 1.30pm - IEB to be available to meet with Somersham staff or parents afterwards.</p> <p>IEB meeting - Tuesday 18th September 2018 1pm at Holywell CofE Primary. Possible parent drop-in at 2.30pm and staff drop-in at 3pm, with IEB meeting to continue afterwards if necessary.</p> <p>Somersham LAIG – Thursday 11th October 2018 at 9.30am</p> <p>St Helens LAIG – Monday 15th October 1.30pm</p> <p>IEB meeting – Monday 5th November 1.30pm at Somersham Primary</p>	
<p>Meeting closed at 12.15pm.</p>	

Actions list on next page.

ACTIONS:

No.	Action	Owner	Timescale
001	The IEB will review the role of the business manager in terms of support to the Executive Head.	PC	October 2018
002	PC to liaise with the Executive Head regarding potential need for additional administrative support across the Federation.	PC	By next IEB Meeting (18/09/18)
003	PC to liaise with Clerk to Governors regarding possible administrative role in school.	PC	By next IEB Meeting (18/09/18)
004	PC to liaise urgently with Executive Head to ensure SENDCO provision in each school.	PC	By next IEB Meeting (18/09/18)
005	PC to liaise with Executive Head regarding potential need for a site manager at St Helens.	PC	By next IEB Meeting (18/09/18)
006	PC to liaise with Executive Head to revise job advert for Year 5 teacher at Somersham.	PC	By next IEB Meeting (18/09/18)
007	PC to liaise with Executive Head to arrange parent drop-in at St Helens on 7th September and at Somersham on 10th September. Also to arrange drop-ins at Holywell on 18 th September.	PC	This weekend
008	See confidential minutes.		
009	See confidential minutes.		
010	SB to circulate Somersham PP review.	SB	September 2018
011	SB to request that the LA conduct a Pupil Premium review at Holywell and at St Helens.	SB	
012	SB to circulate St Helens LAIG meeting notes for 28th June 2018.	SB	
013	PC to request Executive Head's report for circulation prior to the 18th September IEB meeting	PC	By next IEB Meeting (18/09/18)
014	PC to instruct Executive Head to award two contracts to Lunchtime Company: one for school catering at St Helens, and one for Holywell.	PC	By next IEB Meeting (18/09/18)
015	PC to liaise with CPET regarding tender process for catering provision at Somersham.	PC	By next IEB Meeting (18/09/18)
016	JC and clerk to attend site meeting this afternoon for information, and circulate findings.	JC/Clerk	Today
017	SB to request on behalf of the IEB that Rebecca Berton ask to defer jury service.	SB	September 2018