

IEB for Horizons Learning Federation

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

Minutes of IEB Meeting on Friday 7th September 2018 at 4.30pm held at St Helen's School following a meeting of the LAIG for St Helen's and introductory meetings with parents and staff at St Helen's School, Bluntisham

Present:	Sue Bowman (SB), Penny Conway (PC), Jane Crowden (JC), Christine Moss (CM),
Visitors:	None
Clerk:	Meeting clerked by the Chair

Discussion	Decisions Made / Actions Agreed
1. Apologies for absence Ray Byford (RB), Judith Skelton (JS)	Apologies received and accepted.
2. Declaration of direct or indirect pecuniary interest in any of the following items	No interests declared.
3. Minutes of last meeting 31/08/2018	Consideration of these minutes deferred to next meeting.
4. Consideration of matters arising from the LAIG and from the introductory meetings with parents and staff <ul style="list-style-type: none">• Rosemarie Sadler reported at the LAIG that Lesley Birch (LB), CEO of CPET, is to be nominated as the IEB member representing CPET. LB would not be able to attend all meetings and, most probably, Joan Beale (JB) would attend on her behalf. If this is the case JB would attend as an observer without voting rights.• The LAIG asked if any decision had been taken about the future of St Helen's School and requested that this decision be made as soon as possible. The possible options for St Helen's are:<ul style="list-style-type: none">○ Remain as a maintained school in a federation with Holywell CofE School.○ Remain as a maintained school but become a standalone school.○ Become an academy and join the same Multi Academy Trust (MAT) that Somersham is to join.○ Become an academy and join a different MAT. <p>A school such as St Helen's, which has been judged by Ofsted to require improvement, cannot</p>	

<p>become a standalone academy. No decision has yet been taken and the IEB feel that they must take time to get to know and understand each of the schools better so that a fully informed decision is made for each school taking into account which option would best support school improvement for each individual school. It was noted that first of these options for St Helen's must also take into account what might be best for Holywell. The third and fourth options rely on agreement from the relevant MAT.</p> <ul style="list-style-type: none"> • The LAIG discussed the poor state of repair of the St Helen's school building (extensive work currently being carried out on the roof). It was also noted that the bungalow on the school site is owned by the foundation. (It was originally the caretaker's accommodation, latterly used by the pre-school but now empty and derelict). RS reported that the previous governing body had investigated selling this property and using the proceeds to improve the school. They had been advised that engaging an architect to draw up plans and applying for planning permission may result in a higher selling price although there would be some cost to this. The IEB discussed this and decided that, pending financial advice from RB, it should be sold as soon as possible without any further investment from school funds. • SB noted that she has dates to visit St Helen's and Somersham schools as the Primary Adviser. She asked if these were to be recorded as IEB monitoring visits. After discussion it was decided that, to avoid a potential conflict of interests, SB should write a Note of Visit as the Adviser in the usual way and another member of the IEB should attend the visits alongside her a write a members monitoring visit report. Members should consult with SB to coordinate these visits. • DBS checks: PC noted that as she had a portable DBS her check had been completed at St Helen's today but she had yet to present her documents at Somersham and Holywell. It was noted that SB and RB as LA Officers and JS as a Diocese of Ely Adviser are all already cleared to visit schools. DBS checks need to be done for JC and CM. • The introductory meeting with parents went ahead as planned. Those who attended were clearly concerned about the future for the school but understood that decisions about this could not yet be made and seemed reassured by the information supplied by the IEB. JC took notes during the meeting. • A meeting was also held with staff. It was noted that not all staff work on Friday afternoon so not all were present. Those present had similar questions 	<p>Action 018: Consideration of the future for each school to be a standing agenda item until the matter is decided.</p> <p>Action 019: Chair to ask RB to look at financial implications of selling the bungalow on the school site.</p> <p>Action 020: SB to share dates of her visits to the 3 schools and other IEB members to consider joining her and making arrangements to do so.</p> <p>Action 021: JC to contact EHT to ask for information of how she and CM should ensure the appropriate checks are carried out.</p> <p>Action 022: JC to provide brief notes of the questions and responses at the introductory meeting held with parents at St Helen's.</p> <p>Action 023: JC to provide brief notes of the questions and responses at the introductory</p>
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<p>to those of the parents but also appeared reassured that an IEB is now in place.</p> <ul style="list-style-type: none"> • There is a confidential minute. 	<p>meeting held with staff at St Helen's.</p>
<p>5. Additional items for next meeting As identified above.</p>	
<p>6. Any other business The Chair had already advised members that the EHT has organised meetings with parents at each of the 3 schools to present and discuss the school development plans with them. The IEB agreed that attendance by as many members as possible at these meetings would be useful. Dates are as follows:</p> <p>Somersham - Wednesday 12th Sept at 6.30pm St Helen's - Wednesday 19th Sept at 6.30pm Holywell - Thursday 20th Sept at 6.30pm.</p> <p>Members should notify the Chair if they are able to attend.</p>	<p>Action 024: All members to notify Chair of their availability to attend meetings with parents.</p>
<p>7. Dates of future meetings</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 St Helens LAIG – Monday 15th October 1.30pm IEB meeting – Monday 5th November 1.30pm at Somersham Primary</p>	
<p>Meeting closed at 5.15pm.</p>	

ACTIONS on next page

No.	Action	Owner	Timescale
018	Consideration of the future for each school to be a standing agenda item until the matter is decided	Clerk/Chair	Ongoing
019	Chair to ask RB to look at financial implications of selling the bungalow on the school site.	PC/RB	As soon as practicable
020	SB to share dates of her visits to the 3 schools and other IEB members to consider joining her and making arrangements to do so	SB All other IEB Members	By next IEB Meeting (18/09/18) Prior to visits
021	JC to contact EHT to ask for information of how she and CM should ensure the appropriate checks are carried out	JC	By next IEB Meeting (18/09/18)
022	JC to provide brief notes of the questions and responses at the introductory meeting held with parents at St Helen's.	JC	By next IEB Meeting (18/09/18)
023	JC to provide brief notes of the questions and responses at the introductory meeting held with staff at St Helen's.	JC	By next IEB Meeting (18/09/18)
024	All members to notify Chair of their availability to attend meetings with parents	All members	As soon as possible
025	See confidential minutes.		
026	See confidential minutes.		