

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 Monday 10th September 2018 at 4.15pm held at Somersham School following a meeting of the LAIG for Somersham and introductory meetings with parents and staff at Somersham School

Present:	Ray Byford (RB), Sue Bowman (SB), Penny Conway (PC), Jane Crowden (JC), Christine Moss (CM), Judith Skelton (JS)
Visitors:	Joan Beale (JC)
Clerk:	Meeting clerked by the Chair

Discussion	Decisions Made / Actions Agreed
1. Apologies for absence None	
2. Declaration of direct or indirect pecuniary interest in any of the following items	No interests declared.
3. Minutes of last meetings 31/08/2018 and 07/09/18	Consideration of these minutes deferred to next meeting (18/09/18).
<p>4. Consideration of matters arising from the LAIG and from the introductory meetings with parents and staff</p> <ul style="list-style-type: none"> • The following meetings with parents at each of the 3 schools were confirmed and IEB members agreed to attend as noted below: <ul style="list-style-type: none"> ○ Somersham School: meetings on Wednesday 12th Sept at 2.30pm (SB & PC) and at 6.00pm (PC & JC) ○ St Helen's School: meeting at 6.30pm on Wednesday 19th Sept (PC & CM) ○ Holywell CofE School: meeting at 6.30pm on Thursday 20th Sept (PC & JS) <p>These meetings have been arranged in order for the school to present the SDP to parents. They are also opportunities for parents to raise any questions or concerns they may have with the IEB. IEB members will be available to parents for a period following the discussion of the SDP.</p> <ul style="list-style-type: none"> • It was noted by the LAIG that there are a number of staff vacancies: <ul style="list-style-type: none"> ○ Y5 teacher post – it was agreed this should be advertised simply as a “class teacher post” to attract the widest possible field. All agreed it would be better to appoint a teacher to another year group and reorganise staffing to accommodate this 	<p>Action 27: IEB members to attend the meetings with parents as agreed.</p> <p>Action 028: PC to inform EHT of the decisions about staff recruitment at Somersham.</p>

<p>rather than restrict the advert to a Y5 teacher post.</p> <ul style="list-style-type: none"> ○ Caretaker – post to be advertised immediately ○ SENDCO – CPET will be able to provide support using the improvement grant already received from the DfE. <p>For each of the posts advertised the school should liaise with CPET with regards to job descriptions. An IEB member must be involved in any selection process to appoint staff.</p> <ul style="list-style-type: none"> ● The LAIG discussed the very dirty state of the carpet in the EYFS classroom. It was explained that the federation had had been a plan to replace the carpet next year at the same time as carrying out some building alterations to the classroom. The IEB unanimously agreed that, in the current circumstances, the carpet should be replaced urgently (at October half term if possible) and consideration of building works should be left to the incoming trust. ● There is insufficient provision for hot water in the staffroom for staff to obtain hot drinks at break times. The IEB decided unanimously that a new hot water boiler should be installed immediately. ● SB noted that EYFS staff would be better able to record and track pupil progress if they used “Tapestry” (an ICT tool that enables staff to quickly capture pupil achievement). The IEB unanimously decided that this should be purchased for use by EYFS at Somersham. ● The LAIG noted that the PAN for Somersham is currently set at 50. This number causes difficulties in class organisation which would be much easier to manage if the PAN were reduced slightly to 45. A member asked if reducing the PAN would result in there being insufficient places for in-catchment children. It was reported that this is unlikely to be an issue and in any case the PAN cannot be altered retrospectively for existing cohorts of pupils in the school. The IEB agreed unanimously to request a reduction of the Somersham PAN to 45 for September 2019 Reception intake. ● The Federation website, which has separate sections for each of the 3 schools, is out of date and not compliant with current requirements. It needs to be amended urgently. It was set up and maintained by a previous governor. The EHT reported that she (and the HoSs) did not have easy access to the website to amend and update it. The IEB unanimously agreed that the federation should ask the ask the ex-governor concerned if he 	<p>Action 029: PC to ask EHT to proceed to get quotes for the replacement of the carpet in the EYFS classroom.</p> <p>Action 030: PC to ask EHT/HoS to purchase of a hot water boiler for use in the staffroom.</p> <p>Action 031: PC to ask EHT to purchase Tapestry for EYFS at Somersham.</p> <p>Action 032: PC to ask EHT to contact the LA Admissions Team to begin the process of consultation to reduce the PAN at Somersham.</p> <p>Action 033: PC to ask EHT to contact the ex-governor who set up the website to inquire if he would be willing, for a fee, to provide training to the relevant staff to enable them to update the website urgently.</p>
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<p>could provide training to the EHT, the Heads and the Admin staff in each of the schools to enable them to update the website. The IEB authorised reasonable payment for this service.</p> <ul style="list-style-type: none"> • 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 to those of the parents but also appeared reassured that an IEB is now in place. • Communication – it was agreed that it would be useful if IEB members were added to the mailing list for school newsletter and other school communications. • There is a confidential minute. 	<p>Action 034: JC to provide brief notes of the questions and responses at the introductory meeting held with parents at Somersham.</p> <p>Action 035: JC to provide brief notes of the questions and responses at the introductory meeting held with staff at Somersham.</p> <p>Action 036: PC to ask EHT to ensure IEB members receive school newsletters etc.</p>
<p>5. Additional items for next meeting As identified above.</p>	
<p>6. Any other business None</p>	
<p>7. Dates of future meetings</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 5.00pm.</p>	

Actions listed on next page

ACTIONS:

No.	Action	Owner	Timescale
027	IEB members to attend the meetings with parents as agreed.	All	12, 19 & 20 Sept
028	PC to inform EHT of the decisions about staff recruitment at Somersham.	PC	As soon as possible
029	PC to ask EHT to proceed to get quotes for the replacement of the carpet in the EYFS classroom.	PC	By next IEB Meeting (18/09/18)
030	PC to ask EHT/HoS to purchase of a hot water boiler for use in the staffroom.	PC	By next IEB Meeting (18/09/18)
031	PC to ask EHT to purchase Tapestry for EYFS at Somersham.	PC	By next IEB Meeting (18/09/18)
032	PC to ask EHT to contact the LA Admissions Team to begin the process of consultation to reduce the PAN at Somersham.	PC	By next IEB Meeting (18/09/18)
033	PC to ask EHT to contact the ex-governor who set up the website to inquire if he would be willing, for a fee, to provide training to the relevant staff to enable them to update the website urgently.	PC	As soon as possible
034	JC to provide brief notes of the questions and responses at the introductory meeting held with parents at Somersham.	JC	By next IEB Meeting (18/09/18)
035	JC to provide brief notes of the questions and responses at the introductory meeting held with staff at Somersham.	JC	By next IEB Meeting (18/09/18)
036	PC to ask EHT to ensure IEB members receive school newsletters etc	PC	As soon as possible
037	See confidential minutes.		