

IEB for Horizons Learning Federation

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

CONFIDENTIAL Minutes of IEB Meeting on Tuesday 13th November 2018 at approximately 8.15pm following the Parents Forum Meeting

Present:	Penny Conway (PC), Christine Moss (CM), Sue Bowman (SB),
Clerk:	Clerked by the Chair

Discussion	Decisions Made / Actions Agreed
Context: this additional meeting was called at short notice to discuss some urgent issues that had arisen in the last week	
1. Apologies for absence It was noted that, following the resignation of the Diocesan Representative on the IEB, the current membership is only 6. As such this meeting was quorate. However, the Chair had contacted all members by email or telephone prior to the meeting to update them on the issues and ask for their views which she reported to members present.	Apologies were received and accepted from Ray Byford (RB), Jane Crowden (JC), Lesley Birch (LB – CPET)
2. Complaint from HoS at St Helen's SB reported that the HoS at St Helen's had not been happy with the way judgements had been fed back to staff at St Helen's following a recent visit by her in her role as Primary Adviser to the school which CM had also attended. SB wished to assure CM that the complaint was solely about SB's feedback to staff and did not concern CM's role in the visit. SB acknowledged that the visit had not been entirely as originally planned: the HoS had not been present during the observations and insufficient time had been allowed for feedback to staff. SB also noted that the EHT's judgements were consistent with hers and felt that the HoS was being too lenient on her staff. There is a need to build more resilience in the staff at St Helen's and also to ensure proper accountability.	Action 080: planning for future PA visits to St Helen's will allow more time for staff feedback and observations will be done in conjunction with the HoS.
2. Absence of Rebecca Berton (RB), HoS at Somersham RB had been required to attend jury service from 22nd October until 7th November and had therefore had no break at half term. Joan Beale (JB) had visited Somersham on 9th	



<p>November in her role as a Consultant Adviser for CPET and had had a conversation with RB about the terms of her contract and also that she, JB, felt that staff (including the HoS herself) were out of school too much on CPD and that in future they should only be out of school for training organised through CPET. The EHT, understandably, felt these conversations were highly inappropriate: Somersham is currently an LA school, the IEB is the employer on behalf of the LA and the EHT is the line Manager for RB.</p> <p>It was noted that RB was absent through sickness today. It is not clear whether or not this is a stress-related sick leave and, if so, how much it is caused by work-related stress. Members recognised that the current situation is inherently stressful but were concerned by the HoS's absence and supported her attending the SHSL course to support her in achieving a sustainable work/life balance.</p>	<p>Members of the IEB present agreed these conversations were not appropriate. PC had discussed the situation with LB who had said that JB should not have said what she did and that she (JB) would apologise. It was agreed that the EHT should determine, in conjunction with the IEB, which training courses were appropriate for the HoS and that her attendance at the Sustaining Healthy and Sustainable Leadership course would be beneficial for RB.</p>
<p>4. Resignation of Rebecca Bierteron, HoS at Somersham</p> <p>RB tendered her resignation as HoS to the EHT on 6th November. A letter of resignation was forwarded to the Chair on 7th November. Her contract has a notice period of a term and therefore she is contracted to work for Somersham until the end of the spring term 2019.</p> <p>RB has secured a post at the ACES Trust and asks to be released early. Her preference is to be released for January 2019 but asks if February might be a possibility.</p> <p>Members present discussed the advantages and disadvantages of various scenarios and the Chair reported the views of the other IEB members, in particular those of LB, the CPET member. Particular points noted were:</p> <ul style="list-style-type: none">• Holding RB to her contract would provide greater continuity for the school• Keeping RB in post for almost one and half terms after she has decided to leave may not be the most effective means of securing rapid school improvement• Recruitment for the post prior to academisation would have to be done by the IEB (and could include CPET input) as the school is an LA school and any contract offered would be with the	

<p>school as it is currently</p> <ul style="list-style-type: none"> • If RB is released at February half term it will be a matter of weeks prior to academisation and it would be better if any new employee begins with a CPET contract • CPET have indicated they could identify an Interim HoS by February 2019. LB had reported to PC that, to support the school, the CPET Trustees wish to recommend that CPET provide Senior Leadership when the HoS has left. The cost of this would be charged to Somersham Primary School. • The Chair has already informed CPET that, if this is the decision, Somersham cannot pay any more than the salary of the current HoS (L15) and preferably less than this • Provided the Interim HoS supplied by CPET remained in post following conversion this would also provide more consistency. • There is a potential HR issue if the post of HoS at Somersham needs to be ring-fenced for other employees whose posts may be a risk of redundancy. <p>It was also discussed that parents and staff will need to be informed of RB's resignation. It is important that this is done in the right way at the right time, ideally when more information about the interim arrangements is known.</p>	<p>Action 082: PC to seek advice urgently from EPM about any potential HR issues arising from the resignation and replacement of the HoS at Somersham</p> <p>Members present agreed that on balance, subject to HR advice, it would be in the best interests of the school to release RB early - at February half term - and to seek an Interim HoS through CPET on a supply or consultancy basis.</p> <p>Action 083: PC to inform RB and the EHT of the IEB's decision with the caveat about awaiting HR advice from EPM</p>
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ACTIONS:

No.	Action	Owner	Timescale
080	CONFIDENTIAL Planning for future PA visits to St Helen's will allow more time for staff feedback and observations will be done in conjunction with the HoS	SB	Ongoing
082	CONFIDENTIAL To seek advice urgently from EPM about any potential HR issues arising from the resignation and replacement of the HoS at Somersham	PC	ASAP
083	CONFIDENTIAL To inform RB and the EHT of the IEB's decision with the caveat about awaiting HR advice from EPM	PC	This week

The meeting closed at 9.00pm

