

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 3rd December 2018 at 1.30pm held at Somersham Primary School

Present:	Penny Conway (PC), Christine Moss (CM), Christine Page (CP), Sue Bowman (SB), Jane Crowden (JC), Lesley Birch (LB – CPET), Christine Page (CP – Ely Diocese)
Visitors:	Joan Beale, Education Consultant representing CPET (JB) Rebecca Berton, Head of School at Somersham Claire MacDonald Head of School at Holywell Julia Walker Head of School at St Helen's
Clerk:	Katie Dodsley-Cook (Camclerk)

Discussion	Decisions Made / Actions Agreed
1. Welcome and Apologies for absence	The meeting is quorate. CP was welcomed as the Diocesan representative. Apologies were received and accepted from: Ray Byford (RB)
2. Declaration of direct or indirect pecuniary interest in any of the following items	There were no interests declared.
3. Appointment of Diocesan representative to the IEB PC noted that R Sadler has suggested that the ToRs (Terms of Reference) be amended so that representatives from individual schools can only vote on issues relating to their schools.	CP was appointed as the Diocesan representative. Action 085: CP to complete pecuniary interest and eligibility forms. The suggested amendment o the ToRs was agreed
4. Minutes of last meetings on 05/11/2018 and 13/11/2018 Draft minutes and draft confidential minutes had been circulated prior to the meeting.	Meeting minutes of 05/11/2018 - The minutes were amended to include the name of the catering provider at Somersham which is Pabulum. The minutes were approved with the amendment. The confidential meeting minutes 05/11/2018 were approved . The meeting minutes of 13/11/2018 were approved . The confidential meeting minutes of 13/11/2018 were approved .
5. Agreed actions update and matters arising from minutes of last meetings, not elsewhere on this agenda Progress on actions from the last meetings were summarised as follows:	

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<p><u>Actions from IEB 27th July 2018</u> None outstanding</p> <p><u>Actions from IEB 7th September 2018:</u> Action 018 – Ongoing</p> <p><u>Actions from IEB 18th September 2018:</u> None outstanding</p> <p><u>Actions from IEB 15th October 2018:</u> Action 045 – Ongoing – The tree will be reduced in size over the Christmas break</p> <p><u>Actions from IEB 29th October 2018:</u> Action 052 – BF in process of obtaining quotes – ongoing.</p> <p><u>Actions from IEB on 5th November 2018:</u> Action 055 – ongoing.</p> <p>Action 056 - all teaching staff have targets set and two HLTAs have meetings arranged to set targets – complete</p> <p>Action 057 – Teaching Over Time records have been looked at and all teachers given a short term action plan until end of term. It was discussed that this is different to the monitoring records and using a CPET proforma or system may be easier.</p> <p>Action 058: RB reviewed job descriptions when performance management was carried out and all job descriptions are in place with clear standards. It was asked if there are any teachers on support plans at Somersham and RB responded that there aren't. Some teachers are working closely and receiving support from CPET - complete</p> <p>Action 059: Carry forward to next agenda. Action 060: Carry forward to next agenda. Action 061: CPET are supporting with SENDCO time and will provide half a day a week increasing to 1 day a week after Christmas. A part time SENDCO has been appointed for after April – Complete. Action 062: Complete Action 063: Carry forward. It was noted that performance management for TAs is complete. Action 064: Complete. Action 065: Ongoing and the order is still being chased. RB noted that it has been recommend to her that the order is cancelled and the process started again as the specifications on the order are not sufficient to meet the school's needs. RB will determine what the cost is to cancel the order and compare this to the cost of having the current order updated.</p> <p>[14.05 LB arrived] Action 066: Ongoing - BF to send current policies to IEB Clerk so that</p>	<p>Action 045 update: BF to sought advice regarding risk reduction for the remainder of this term – it was suggested that children are not allowed in the relevant area in windy weather.</p> <p>Somersham will use CPET methods for recording quality of teaching over time.</p> <p>Action 086: RB to ask Matthew Sampson (CPET/CMAT ICT) and David Poulter (Irvin Knight current ICT provider) to investigate purchasing or contracting I pads to fit the needs and specifications of the school.</p>
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<p>policy log can be updated. Action 067: To be added to agenda for 7th January 2019. Action 068: Completed Action 069: Completed Action 070: Completed Action 071: Ongoing - There are two casual contracts at St Helens being made permanent and any anomalies are being sorted. Action 072: Completed Action 073: Being completed over the Christmas holidays. Action 074: Complete apart from for admin staff. Action 075: Carry forward to next meeting. Action 076: Completed. Action 077: Completed Action 078: Ongoing – RB is supporting. Action 079: Ongoing - St Helens and Holywell H&S minutes have been circulated, Somersham minutes to be circulated</p> <p><u>Actions From IEB on 13th November 2018:</u> Action 080: Completed. Action 081: SB partly completed and SEN provision is being addressed. Action 082: Completed Action 083 – Completed Action 84 – Completed</p>	
<p>6. Update regarding De-Federation for St Helens and Holywell</p> <p>i) Local Authority Response – The LA support the decision of the IEB and felt it was the right choice. ii) Diocese Response– The Diocese support the decision of the IEB and felt it was the right choice iii) Staff Response – No responses received. iv) Parent Response – No responses received.</p>	
<p>7. Somersham Academy sponsor</p> <p>LB reported that due diligence is underway involving finances, buildings and teaching and learning reviews. There is an issue with shared access with the preschool and this may lead to a delay in conversion. There will be ongoing teaching and learning reviews and more detailed planning work in January.</p> <p>CPET will be present at the Parents Forum tomorrow night. The IEB acknowledged that evening meetings are not always good for all parents and it may be worth offering a daytime session in January. The Early Help Assistant Manager is also coming to the Parents Forum to answer any questions and make parents aware of the services that they offer.</p>	<p>Action 087: A daytime Parents Forum to be held in January</p>
<p>8. Executive Head Report – Somersham A report from the Executive Head, with attachments and an update, had been circulated prior to the meeting. As the EHT was not able to attend this meeting discussion of her report was deferred. The IEB discussed with the Heads of the individual schools their reports which were attached as part of the EHT's report.</p>	

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Somersham

A report from the HoS dated 20/11/18 was also circulated prior to the meeting and the following points were discussed:

Supply teacher - There is a long term supply teacher in Red Kites as the school has had several unsuccessful attempts at recruiting to the post. CPET have offered to assist and may have staff to apply for the post.

TAs - Three 1:1 TAs have now been recruited and the children's needs will be met. Some training is required but it is hoped that the situation is resolved.

Class Structure - It was asked how many children there are in Y6, as numbers differ in the reports. RB responded that there are 38 children in Y6. Nine of these are in Red Kites and the remaining are in Barn Owl class but they come together in the mornings to create two smaller classes.

It was asked if ten children have left since September as indicated in the report. RB responded that some left at the end of the summer term. Some left because parents were not happy with the situation of the school and they do not like mixed classes. There were a couple who have moved out of the area.

JB and RB have discussed and reviewed how to structure KS2 so that there are no mixed classes. They suggest two small Y3 classes as they need to improve after a poor year in Y2, one Y4 class, one Y5 class of 35 with a TA and Y6 works well in the mornings and there would be a teacher and TA in the afternoon with some PPA sports cover. The IEB discussed that this structure may work well and would be better for the children but parents may not want a midyear change and a large Y6 class in the afternoons. Staff need to know if there are to be changes to the structure or curriculum for planning. Some teachers want to adopt the CPET curriculum from January as the topics will fit well in KS1. KS2 have been using the Cornerstone curriculum and KS2 teachers have already planned with this in mind and may want to continue using it.

RB noted that there is a supply teacher known to the school who is available for afternoons which would be a big benefit to the school but it is not known if the budget will support this.

An alternative model was discussed and this would be to mix Y3/4 and a mix Y5/6 and this would allow remaining teachers to support the classes.

Members discussed the parental concern with inconsistencies and making changes but the school wants to have the best teaching and learning and changes would be seen as a part of the transition. Mixed classes are the biggest area of parental complaints but a good teacher can support a mixed class well. Consideration also has to be given to parental concerns

Behaviour – it was asked if behaviour at the school had improved following a number of changes that have been introduced. RB reported that the school has a reflection room at lunchtimes, which is new and was brought in after Ofsted at end of last term when behaviour was reviewed. It was asked if it has had a positive impact on behaviour. RB responded that it has and there have been no red cards in lessons since. RB described the process. Issues are mostly at lunchtimes and this is being improved with investment in resources,

<p>lunchtime clubs, a review of supervisors with a greater use of TAs, employing a senior supervisor and the introduction of a buddy bench. It was asked if there are any patterns to poor behaviour. RB noted that from looking at data to half term, it does not appear to be the same children but the days with worst behaviour are Mondays and Fridays as the lunchtimes are short of supervisors. It was then asked if there has been any Pupil Voice sessions to see how the children feel. RB noted that there hasn't been but it can be carried out next term.</p> <p><u>Data</u> – it was asked why there is only data for 37 children in Y6 when there is 38 children in the year. RB responded that one child is on an EHCP and won't sit the SATs tests. The IEB noted that they need to be included or a note on the data to explain why they are not included.</p>	
<p>St Helens</p> <p>A report from JW was circulated prior to the meeting.</p> <p><u>Structure</u> - The school would like to consider a model of 6.5 classes (that is to run 7 classes in the mornings and 6 in the afternoons) next year as a full cohort is expected in September and the funding might be able to support this.</p> <p><u>Support</u> - The maths focus and additional support has worked well and progress is being made. It was asked if the staff receiving support are responding well to it. JW reported that a lot of support has been put in, especially in English where the weakness lies. Teachers plan together and this is working well. A teacher met a SLE and felt it was a positive session but then noted that the NoVs do not reflect the positivity. JW is dealing with the situation and has had conversations with the teacher. Another teacher has met with a SLE but no feedback has been received yet.</p> <p>An IEB member noted that the issues at the school appear to be low expectations and the children not being engaged. JW noted that progress is being made in these areas.</p> <p>It was asked if the support plans have been finalised. JW noted that she is discussing them with B Ford as she does not feel that a support plan will be beneficial for all concerned.</p> <p>It was asked if the support from DLPT (Diamond Learning Partnership Trust) is continuing. JW noted that it is at the moment but their teaching style is very different and the adviser didn't continue. There will be a SLE visit to Kimbolton which will be more useful as they use similar methods of teaching and in the meantime work will continue with the English Adviser.</p> <p>The IEB noted concern about the several layers of support that the school is receiving (LA, SLEs and DLPT) and if a teacher ends up needing a support plan there will be nowhere else to go for support. Lots of support can give a perception of mixed messages to teachers. JW noted that the school has been trying to access as much support as possible.</p> <p><u>Quality of teaching</u> - It was asked if the quality of teaching assessment (which showed a wide variation from good to inadequate) is over time or based on one observation and JW responded that it is based on one observation. It was noted that this is not very informative – it would be better to build up a more complete picture of performance over time. It was then asked if there is triangulation carried and JW responded that there is and the assessment would probably be that no</p>	

<p>teachers are inadequate and as many as 5 are good.</p> <p><u>Strategic Plan</u> - It was discussed that B Ford has put support in place from DLPT to review the strategic plan, but this has been carried out with SB. B Ford has been asked to clarify what work has been carried out .It was queried if the schools are making progress with the strategic plans. It was discussed that JW and RB have the same style plans but this is not what is needed at Somersham as some parts are not relevant to the school at the moment, although the LAIGs are using this document to hold RB to account.</p> <p><u>Roof</u> - work continues and there are issues with the outside lights, external wiring and the roof still leaks. There is a dispute over costs as the quote was for £1K but the company are charging £1.7K.</p> <p><u>Data</u> - It was asked why only 60% of the Y6 cohort are on track (the target is 76%). JW responded that the cohort has changed and different children are being compared. There are three new children in the class and two are very low ability.</p> <p>It was asked what the combined target is and JW responded that it is 60%, It was the queried why writing seems to be ahead as it is unusual to have writing above reading. JW noted that it is down to the accuracy of teacher assessment. There was some moderation a few weeks ago looking at samples and this came out lower than the teacher assessments. There will be more assessments and practice tests which will provide a better idea of outcomes</p> <p>[JW left at 3.15]</p>	<p>Action 088: JW to update Y6 targets for St Helens</p>
<p>Holywell</p> <p>A report from the HoS was circulated prior to the meeting.</p> <p><u>Staffing</u> - There will be a lot of support for the HLTA moving to UQT after Christmas and cover has been recruited to cover some of the tasks left by HLTA.</p> <p>It was asked if the quality of teaching data is based on one observation or is a triangulation over time. CM responded that it is triangulation over time and supports teachers being outstanding.</p> <p><u>Data</u> – CM reported that the assessment tracking system was changed but it was not working well for the school and a second change was made. The second, more familiar system allows for more accurate tracking and CM reassured the IEB that more than 64% of children are on track. CM was asked if there is a prediction for combined for the current Y6. CM reported that low reading data and some areas of maths will decrease the combined data. The Y6 teacher has put in extra effort with reading and has written to parents to ask for their support in learning times tables. It is currently approximately 80%. CM reassured the IEB that plans are in place to improve data and more accurate data will be provided to the next meeting. The school knows its children well but it needs a reporting system that can be relied on.</p> <p><u>Premises</u> - The IEB asked for progress about the issues with the tree. CM reported that the tree will be reduced over the Christmas break but it has split. It was queried if branches are still falling off the tree and CM responded that they are and the school has not used the field for the last week.</p> <p>It was asked if any progress has been made with the toilet refurbishment. CM responded that she is waiting for a specification before she can obtain quotes but the broken pan is being replaced in</p>	

<p>the meantime. It was asked if the capital budget and carry forward can be used for the refurbishment. It was discussed that there is not an estimate of costs but capital budget may be used.</p> <p>It was asked if the reduction in TA hours is having an impact. CM responded that it is hard working ensuring all hours are covered but there is a lot of parental support.</p>	
<p>9. Updated SEFs – The SEFs have not been updated.</p>	
<p>10. Pupil Premium Review – The St Helens report was circulated prior to the meeting. SB reinforces issues identified with the strategic plans and they will be covered at future meetings.</p>	
<p>11. Reports from IEB Member School Visits – All reports were circulated prior to the meeting. The IEB noted receiving the reports and thanked SB for carrying out the visits.</p> <p>i) Somersham – SB reported that there had been some complaints about SEN provision. The LA SEND team’s perception is that the school isn’t dealing with the children as effectively as they could. It was asked if this is due to the capacity of staff and SB noted that it is management of the staff in the team that could be dealt with better and the new TAs need training. JB noted witnessing a situation where there was a safeguarding issue. There was a second incident and the child was managed well, but there are day-to-day issues and behaviour issues have escalated. Behaviour issues have resulted in TAs being taken away from their job and there is no capacity for this at moment. It was noted that there are similar issues across the county. The school is doing the best it can but some children’s emotional needs are not being well met in the school setting. There are general concerns about being inclusive with one child with particular issues to the detriment of other children in the class.</p> <p>JB and SB reported that they will not be in the school in the near future as much as they recently have been. It was discussed that the LA do have a duty of care and LA support is required in a LA school.</p> <p>There is no evidence of regular monitoring in the school, teaching over time records or triangulation. It was queried if there is anything to show a positive impact of the support given to the school. JB responded that there is evidence of improved practice and there is evidence in books of this, but there is no evidence of impact and this needs to be discussed by the LAIG. It was asked if there has been a teaching and learning review. It was noted that a review was carried out in October and CPET are doing a due diligence teaching and learning review so there will not be another by the LA. It was discussed that the situation needs to improve and the EHT (Executive Headteacher) could be on site if RB isn’t. It is not clear how the EHT can be empowered to carry out monitoring and improve support. Leadership at the school was discussed by the IEB and the situation will be resolved with de-federation and the school joining CPET.</p> <p>ii) St Helens – nothing further discussed.</p> <p>iii) Holywell – nothing further discussed.</p>	

<p>iv) Independent Adviser visit to Holywell – nothing further discussed.</p> <p>v) EDRA visit –CP reported that Holywell wants its own governing body to concentrate on the school. CM is doing a very good job as HoS but needs support in some areas. CP will visit next term and support the school.</p>	
<p>12. Current Staffing</p> <p>i) recruitment of Teachers at Somersham</p> <p>ii) Recruitment of 1:1 TAs at Somersham</p> <p>iii) SENDCO for Somersham</p> <p>All items were discussed under previous agenda items</p>	
<p>13. Finance Update – A report was circulated prior to the meeting. The Chair asked R Byford about the capital budget at Somersham as it impacts what the school can do about teacher laptops and the dishwasher. There is approximately £8K in devolved formula capital. Purchasing the laptops would use all of this, but the school needs to have a dishwasher.</p> <p>The steriliser in the main school kitchen is broken; to repair it would cost £226. The school has suggested that it would be better to put the money towards the purchase of an industrial dishwasher and has given an estimate of approximately £1000 to do this. Members were concerned that this estimate did not take account of installation. When asked how kitchen staff were coping at the moment the IEB was informed that large pans of boiling water were being carried across the kitchen to top up the steriliser. All agreed that this is totally unacceptable and that, at the very least, the steriliser should be repaired although clearly an industrial dishwasher would be better than washing by hand followed by sterilising.</p> <p>It was discussed that the quote for the laptops is to replace them all and this is not needed. It is also not good practice to buy all of the laptops at once as they will all need replacing at the same time again. It was asked who the ICT service provider is and it was noted that it is Irvin Knight and this is a shared contract as a federation and will end when Somersham academises.</p>	<p>Action 089: RB to obtain a quote for a dishwasher with installation.</p> <p>It was agreed that the dishwasher will be bought, provided the actual cost is in line with the estimate provided to the IEB, and the remainder of the £8K capital budget will be available for laptops.</p>
<p>14. Finance and MIS</p> <p>B Ford is seeking quotes for an alternative to CAPITA. The IEB decided that, provided quotes from alternative companies were not significantly cheaper, it would not be advisable to introduce this change at this time.</p>	
<p>15. Premises update</p> <p>There is a premises update within the EHTs report and issues were discussed under previous agenda items.</p> <p><u>St Helens window frames</u> – these have been ordered and will be replaced at Christmas.</p> <p><u>Holywell Solar Panels</u> – The business case was discussed and it was noted that it is unusual that the cost to the school would be the same as to a bigger school as in the information circulated. A roof survey has not been carried out and the company needs to carry out a more in depth survey. The survey would cost £800 which would be included in project costs if the school goes ahead with the project. An IEB member noted that it is a lot of work for the school without a governing body in place and staff need to spend time concentrating on education rather</p>	<p>The IEB agreed not to go ahead with the solar panel scheme at this time as there are too many</p>

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<p>than on solar panels. It was discussed that there could also be other maintenance costs involved which could potentially reduce or remove any financial benefits. Alternatively, over 15 years the plan could be viable and a case study was circulated where there have been no issues and the school is beginning to see positive impacts. <u>Somersham roof</u> - The leaking roof at Somersham has been fixed.</p>	<p>risks for the school with no guarantees and the deadline for a decision has been rushed.</p>
<p>[RB left 15.40 and CM left 15.45]</p>	
<p>16. Safeguarding It was discussed that the exclusion at Somersham was a safeguarding concern for other children and there was a second exclusion the following day for fighting. There was an intruder at Holywell and B Ford rang the chair to inform her and the incident was dealt with promptly and correctly.</p>	
<p>17. Health and Safety i) Update – Health and Safety Audit Action plan for St Helens was circulated prior to the meeting. ii) Health and Safety Committee Minutes for St Helens were circulated prior to the meeting. iii) LA Health and Safety Audit Report Health and Safety Audit Action plan for Holywell were circulated prior to the meeting iv) Health and Safety Committee Minutes for Holywell were received prior to the meeting but too late for circulation. These will be circulated to all members.</p>	<p>The IEB noted the reports</p>
<p>18. Communications with parents and staff <u>Parents Forum</u> - Minutes from the Parent Forum in November at Somersham were circulated prior to the meeting. The main concern for parents at the moment are behaviour and bullying. Foundation Stage parents are showing concern about the behaviour of a particular child as it is affecting other children and this concern will increase if the behaviour of the child continues. The IEB noted concern that teachers are having to deal with issues that leadership should deal with. There is some low level disruption in school but general behaviour is ok. It is felt that it is the high needs children who are not having their needs met. <u>HoS Resignation</u> - The Chair wrote to parents and staff about the resignation of the HoS at Somersham. Only one response was received and it was about the use of acronyms in the letter. It was noted that the HoS has received a couple of emails from parents.</p>	<p>The IEB agreed to carry out a parental questionnaire next term to look at behaviour and the school will use Pupil Voice to find out how children perceive the recent changes to the behaviour policy.</p> <p>The IEB acknowledged that they are aware of the high needs of the school and will work with the LA and CPET to try and support it.</p>
<p>19. Policies Critical Incident Plans for all schools are in progress.</p>	<p>Action 090: Critical Incident Plans to be added to the next agenda</p>
<p>[JB left the meeting at 16.30]</p>	
<p>20. Future Leadership Structure for after de-federation <u>Governance</u> - Draft Instruments of Government were circulated prior to the meeting for shadow governing bodies to run alongside the IEB after de-federation. The proposed constitution for St Helens is 3 parent governors, 1 LA governor, 1 HT, 1 staff governor, 2 partnership governors and the number of co-opted governors will be determined by the governing</p>	

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<p>body. The proposed constitution Holywell as a Voluntary Controlled school is 3 parent governors, 1 LA governor, 1 HT, 1 staff governors, 2 foundation governors and the number of co-opted governors will be determined by the governing body. It was asked if parent governors are appointed or elected to a new governing body following an IEB. They are usually elected by the parent body but the Chair will confirm this with Governor Services.</p> <p><u>Structure of Leadership</u> - The Chair will have protected conversations this month with staff whose posts may be at risk of redundancy – there will be an EPM adviser present and the staff concerned may invite a friend, colleague or union representatives to attend if they wish. The conversations are to determine how current post-holders may slot into new posts and if they would be interested in the newly created posts after de-federation. It was discussed that there needs to be a decision made about appointing DHTs to the separate schools when the federation is dissolved and there could be up to five senior leader posts. These would be ring fenced for existing post-holders. EPM advise that if there are people in posts currently who are already doing 75% of a new role they have a right to be considered for that post. EPM have also advised that salaries have to be protected for existing staff for three years.</p>	<p>Action 091: Chair to confirm with Governor Services if parent governors are elected or nominated</p> <p>Action 092: Chair to ask Governor Services a plan of how to move forward with shadow governing bodies for Holywell and St Helens.</p> <p>The IEB agreed that the SLT structures for Holywell and St Helens should be a HT and teaching DHT at both schools.</p>
<p>[SB left at 4.45pm]</p>	
<p>21. Any Other Business – there were no items raised.</p>	
<p>22. Future meeting dates</p> <ul style="list-style-type: none"> • St Helen’s LAIG – Wednesday 12th December at 2.00pm • Somersham LAIG – Thursday 13th December 2018 at 1.00pm • IEB meeting – Monday 7th January 2019 1.30pm at St Helens Primary. • IEB meeting – Friday 1st February 2019 1.30pm at Holywell • IEB meeting - Monday 4th March 2019 1.30pm at Somersham • IEB meeting Wednesday 3rd April 2019, 1.30pm St Helens 	

The meeting closed at 5.05pm

ACTIONS:

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
036	BF to provide Clerk with website access; Clerk to upload approved minutes to federation website.	BF/Clerk	October 2018
045	To seek advice about risk reduction regarding the unsafe tree at Holywell. <i>Update:</i> Tree will be reduced in size over Christmas break - BF to seek advice regarding risk reduction for the remainder of this term.	EHT	December 2018
052	To obtain further quotes to replace EYFS carpet with vinyl flooring.	BF	November 2018
055	Liaise regarding legal issues around Somersham preschool and shared access.	LB and BF	November 2018
056	The IEB asked that targets be set for Somersham teaching staff by the end of next week (November	HoS/BF	November 15 th 2018

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	16th) – by the HoS if she has returned to school, or by BF if not.		
057	CPET via JB to support HoS with Teaching Over Time records at Somersham.	LB	November 2018
059	Somersham EYFS targets to be included on agenda for next IEB meeting.	Clerk	Next IEB meeting
060	Update the SEF for Somersham.	BF	Next IEB meeting
063	Audit current Somersham TA hours and deployment.	BF and HoS	November 2018
065	Provide details of Somersham iPad quote and contract to IEB.	BF	November 2018
066	Send current policies to IEB Clerk so that policy log can be updated	BF	November 2018
067	Critical Incident Planning for all three schools.	BF	IEB 7 th January 2019
071	Review MDS provision across both St Helens and Holywell.	BF	Next IEB Meeting
074	Support St Helens HoS to complete staff performance management.	BF	November 2018
075	Update the SEFs for Somersham and St Helens.	BF	Next IEB meeting
078	Visit St Helens and Holywell on a monthly basis to review month-end returns with HoS and finance team.	RB	Ongoing
079	Minutes from Somersham health and safety committee meetings to be circulated.	BF/Clerk	Next IEB meeting
085	To complete pecuniary interest and eligibility forms.	CP	Complete
086	RB to ask Matthew Sampson (CPET/CMAT ICT) and David Poulter (Irvin Knight current ICT provider) to investigate purchasing or contracting Ipads to fit the needs and specifications of the school.	RB	Next IEB meeting
087	A daytime Parents Forum to be held in January	IEB	January 2019
088	JW to updated Y6 targets for St Helens	JW	Next IEB meeting
089	RB to obtain a quote for a dishwasher with installation.	RB	Next IEB meeting
090	Critical Incident Plans to be added to the next agenda	Clerk	Next IEB meeting
091	Confirm with Governor Services if parent governors are elected or nominated	Chair	Next IEB meeting
092	To ask Governor Services a plan of how to move forward with shadow governing bodies for Holywell and St Helens.	Chair	Next IEB meeting

