

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 Thursday 13th December 2018 at 3.00pm (following the LAIG at Somersham)

Present:	Sue Bowman (SB), Penny Conway (PC), Jane Crowden (JC), Christine Moss (CM),
Visitors:	Becky Ford, Executive Headteacher, Rebecca Bierton (Somersham Head of School)
Clerk:	Minutes taken by the Chair

Discussion	Decisions Made / Actions Agreed
1. Welcome and Apologies for absence This meeting followed the LAIG at Somersham and as such Christine Page was not present .	Apologies accepted from Lesley Birch (LB) and Ray Byford (RB).
2. Declaration of direct or indirect pecuniary interest in any of the following items	No interests declared.
3. Minutes of last meeting 03/12/18 Consideration of draft minutes and draft confidential minutes deferred to the next full meeting of the IEB (07/01/19). Agreed actions update Progress on the following actions from the previous meetings were summarised as follows: <u>045:</u> Complete (see item 4) <u>052:</u> Complete (see item 4) <u>064:</u> Obtain quotes for new Somersham teacher laptops (including a quote through CPET). The IEB approved a spend of up to £5000 for teacher laptop replacement. Quotes had been received for replacing all the teacher laptops with higher specification models from CMAT and Irvin Knight. Both of these exceeded the amount agreed by the IEB. <u>089:</u> RB to obtain a quote for a dishwasher with installation. The price to repair the existing steriliser is £226. The school had originally suggested approximately £1000 would cover the cost of replacing this with an industrial dishwasher instead. CMAT quoted £6925 for a high specification dishwasher; a second quote of £4850 was subsequent received. The school have since revised their estimate to be	The IEB confirmed their earlier decisions and requested that, if an appropriate dishwasher could be sourced for £2000 that should go ahead otherwise the steriliser would need to be repaired. The remainder of the capital budget should be used to purchase new laptops to replace those that are broken.

PC

<p>approximately £2000 to purchase and install a dishwasher.</p> <p>Ray Byford had confirmed that there is approximately £8000 available in the capital budget for Somersham. The IEB had agreed that replacement of non-functioning teacher laptops is a priority as this is impacting the quality of teaching and learning. The IEB had also agreed that the steriliser in the school kitchen should be repaired or replaced urgently as the current situation could pose a health and safety hazard.</p> <p><u>091:</u> Confirm with Governor Services if parent governors are elected or nominated It had been confirmed that were temporary Governing Bodies (TGBs) for St Helen's and Holywell to be constituted all positions could be appointed. The function of the TGBs would be to agree what the constitution of the permanent Governing Bodies should be.</p> <p><u>092:</u> To ask Governor Services a plan of how to move forward with shadow governing bodies for Holywell and St Helens. The Chair reported that she had discussed this matter with the Head of the Schools Intervention Service who agreed that it was not necessary to have TGBs. The IEB could determine the constitution of the new Governing Bodies whose members would then be elected or appointed as appropriate. These new Governing Bodies could, at a later date, reconstitute if they felt the agreed constitution was not the best for their school.</p> <p>Key points from the LAIG at St Helen's (12.12.18):</p> <ul style="list-style-type: none"> • <p>Key points from the LAIG at Somersham (13.12.18):</p> <ul style="list-style-type: none"> • 	<p>Action 093: RB to obtain firm quote for a dishwasher and place order if it is within the agreed limit.</p> <p>Action 094: BF and RB to order sufficient laptops to replace those that are not functioning properly.</p> <p>Action 095: PC to liaise with the LA and Governor Services about how to progress with election/appointment of new Governing Bodies</p>
<p>4. Premises update:</p> <ul style="list-style-type: none"> • The EHT had contacted the LA for advice about reduction of the risk posed by the Black Oak in the playground at Holywell as the tree is unsafe. It was recommended that children were not allowed to play near or under the tree particularly in bad weather. The tree to be reduced over the Christmas break. • Flooring for EYFS area at Somersham has been ordered 	
<p>5. Staffing Update:</p> <ul style="list-style-type: none"> • Teacher vacancy at Somersham – this post had been advertised 3 times but not attracted any suitable candidates. CPET have advertised a teaching post for the MAT without specifying a particular school. If this draws suitable candidates CPET will be able to provide Somersham with a teacher on a supply basis from February half term. 	

<p>EHT and HoS left the meeting at this point</p> <ul style="list-style-type: none">• Arrangements for leadership of Somersham from 25th February (when current HoS leaves). If academisation is completed early by 1st March this will be a matter of days; if, as originally planned, it occurs on 1st April there will be a 5 week period after the current HoS leaves before CPET become responsible for the school. CPET have agreed to provide a HoS on secondment to Somersham for the brief period between 25th February and the school becoming an academy. The IEB have agreed that this will be paid for on a supply basis from the school budget but the cost must not exceed the amount already budgeted for the HoS.• There is a confidential minute.	
<p>6. Consideration of the future for each school: Discussion of the process to be followed now that it has been agreed that Holywell and St Helen's should become standalone LA schools each with its own HT and DHT.</p> <p>PC had arranged to meet with the current postholders individually to hear their views and preferences about potential new posts following dissolution of the federation. These meetings were with the knowledge and agreement of the LA and were conducted with an EPM Adviser present. Each was invited to bring a colleague, friend or union representative to the meeting if they wished to. The format for each was as follows:</p> <ol style="list-style-type: none">1. Introductions2. Summary of current situation regarding leadership of Horizons Learning Federation3. Proposed new leadership structure for the schools when the federation is dissolved4. Exploration of what the employee might be looking for as the outcome of the process which seeks to slot existing post-holders into the new structure (the IEB has not been put in place to make individuals redundant although it is an option that can be considered)5. Likely timeline for this process6. Summary of discussion <p>These are initial exploratory meetings that are not binding on either party. The meetings will all have been completed by the end of term.</p> <p>Once these protected conversations have taken place the IEB will arrange a formal consultation process with affected staff early next term.</p> <ul style="list-style-type: none">• There is a confidential minute.	

Lenny Conway
3/1/19

<p>7. Any other business : There was none</p>	
<p>8. Dates of future meetings</p> <ul style="list-style-type: none"> • 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 	
<p>Meeting closed at 4.30pm.</p>	

ACTIONS:

No.	Action	Owner	Timescale
093	To obtain firm quote for a dishwasher in the main kitchen at Somersham and place order if it is within the agreed limit.	RB	This term
094	To order sufficient laptops for Somersham teaching staff to replace those that are not functioning properly.	BF and RB	asap
095	To liaise with the LA and Governor Services about how to progress with election/appointment of new Governing Bodies	Chair	
096	See confidential minutes	Chair	By next meeting
097	See confidential minutes	Chair	By next meeting

Benny Conway
7/1/19