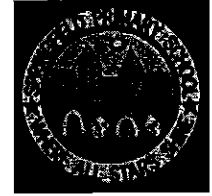


# SPRINGFIELD PRIMARY SCHOOL

Springfield Road  
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## Minutes of the IEB Meeting

<b>Date:</b>	Tuesday 10 <sup>th</sup> July 2018 at 5.00pm		
<b>Venue:</b>	Springfield Primary School		
<b>Present:</b>	<b>Apologies:</b>		
Julie Young (JY) (Chair) Rob Grover (RG) Head Teacher Valerie Beint (VB) David Bishop (DB) Zaid Ahmed (ZA)	Katherine Alexander (KA) Kathy McDonough (KMD)		
<b>In Attendance:</b>			
Nicola Fisher, Executive HT, Moor Green Academy (NF) (Phone) Rowan Parry, Reach2, (RP) Jas Chohan School Business Manager (JC) Lorna McNab, (SR Deputy Head) LMN Gerardine Lawson-Lotarew, SIPS			
			<b>Action</b>
<b>IEB 70-1718 Welcome, Introductions &amp; Apologies</b>			
The Chair welcomed everyone, apologies were received from Katherine Alexander and Kathy McDonough and these were accepted.			
<b>IEB 71-1718 Declarations of Business Interests</b>			
None declared			
<b>IEB 72-1718 Minutes, actions and matters arising from the previous IEB Meeting on 22<sup>nd</sup> May 2018 and Confidential Minutes.</b>			
Members reviewed the Minutes and requested that Minute IEB63-1718 page 3 SEF was amended to read ' <b>SEF – The Chair confirmed that she was not intending to go through the SEF 'at the meeting' and any questions members may have should be addressed to RG.</b>			
<b>Actions &amp; Matters Arising:-</b>			
<ul style="list-style-type: none"> <li>• IEB 62-1718 – Cleaning Contract- Ongoing</li> <li>• IEB 62-1718 – Academisation spending – JY confirmed she had checked this and it was appropriate within the £25,000 allocation for the academisation process.</li> <li>• IEB 63-1718 - Safeguarding – Carry forward</li> <li>• IEB 67-1718 - Written Statement of Behaviour Principles – Completed</li> <li>• IEB 68-1718 – Strike Action – Confidential Item</li> </ul>			
<b>Resolved:</b> <i>that the minutes were a true record of the meeting, these were signed by</i>			

<p><i>the Chair and retained by the school.</i></p>	
<p><b>IEB 73-1718 HR Issues – Confidential Item</b></p> <p><b>Action:</b> RG to send letter to NF to review and a copy to go to JY by 11.7.18.</p>	
<p><b>IEB 74-1718 Academisation</b> Discussed under 72-1718</p>	
<p><b>IEB 75-1718 End of Term Letter to Parents</b> RG presented a letter for parents at the meeting and it was agreed RG would send this to NF to review. <b>Members discussed the letter and recommendations were made for the letter to include Year 6 outcomes, attendance, reduction in exclusions, inset days for 2018-2019, details of the leadership team, and who would be teaching in each class. A member requested that the letter should also clarify the half day closure and how the decision was taken to opt for Wednesday part closure, this had been based on the responses from parents which had been a 50%/50% split between Wednesday and Friday. The letter should confirm that the IEB chose Wednesday as the preferred option. Members agreed parents needed to understand that their views had been taken into account. Members agreed that this would be included in the letter and also that the IEB would continue to review the arrangement.</b></p> <p><b>Action:</b> RG to send letter to NF to review and a copy to go to JY by 11.7.18.</p> <p>JY confirmed that she had sent a letter to members for their comments which answered key questions about the academisation process that had been raised by parents. JY read from her letter. <b>Members reviewed the content and engaged in a discussion about the timings of any parent's forums to ensure childcare was taken into account to enable parents to attend. Following further discussion members agreed that the Parents Forum would be put on hold until after the parents meeting on 11.7.18 and the letter would be amended if necessary.</b> JY confirmed she was putting together a presentation for parents tomorrow including the points from the OFSTED letter. <b>Members discussed the presentation content and JY agreed to amend following members suggested amendments.</b></p>	RF
<p><b>IEB 76-1718 Financial Update – Paper present at the meeting</b> RG reported the budget was on track, there was an additional charge for the academy conversion, a new dishwasher had been purchased and there had been a mistake with payroll payments which would require a £24k credit to the school. There was £35k carry forward from last year which was attributable to issues beyond the schools control.</p> <p>JC presented the Finance Report to members which had been prepared by Schools Financial Services.</p> <p><b>Approved:</b> Finance report and virements approved.</p>	
<p><b>IEB 77-1718 Update from Senior Leadership Team</b></p> <ul style="list-style-type: none"> <li>• <b>Head Teacher Report</b> – RG presented the Key Stage 2 Comparative Report and confirmed that the combined results were 64% which was in line with national and significantly improved from last year. RG suggested these outcomes could be celebrated in the wider community by displaying a banner outside the school and also by way of production of flyers.</li> <li>• RG reported that on page 2 of the paper Phonics in Year 1 comparative report there had been a slight improvement but this was still not in line with national.</li> <li>• Reception phonics was 76% not 72% as shown in the paper.</li> </ul>	

<ul style="list-style-type: none"> <li>• Phonics by end of Year 2 – there had been a good improvement but still below national. <b>Members recognised that with the resources available to the school there had been a targeted approach and members recognised there were other areas improving and improvement in this area would come in the next academic year. Members asked RG to provide data on children who had been in school all year and those who had not plus show those with EASL.</b></li> <li>• <b>Key Stage 1 comparative report</b> – RG reported this was not good but there had been issues with performance of staff so measures had been put in place to address this. <b>Members enquired about performance issues and whether interventions were taking place requesting that NF was advised of these areas and systems were in place to address the inadequacy in Year 2.</b> RG confirmed measures were in place and interventions had taken place to address the inadequacy including moderation with Year 2 now having a team in place who were able to address the inadequacies. <b>Members requested that it would be appropriate to clarify to parents the school's expectations of children.</b></li> <li>• <b>Attendance Data</b> – This was for information and was noted by members.</li> </ul> <p><b>Action:</b> <i>RG to provide data about children who had been in school all year and those who had not plus show those with EASL.</i></p>	<p style="text-align: center;"><b>RG</b></p>
<p><b>IEB78-1718 External Briefings</b> RG confirmed there was nothing further to report.</p>	
<p><b>IEB 79-1718 Site &amp; Buildings Update</b> Deferred</p>	
<p><b>IEB 80-1718 GDPR</b> <b>Members agreed that Lorna McNab would arrange for all members to be assigned a Springfield Primary School email address for governance purposes.</b></p> <p><b>Action:</b> <i>LM to assign all IEB members a Springfield Primary School email address.</i></p>	<p style="text-align: center;"><b>LM</b></p>
<p><b>IEB 81-1718 Policies for Review</b> The following policies were presented for approval by members: -</p> <ul style="list-style-type: none"> <li>• Written Statement of Behaviour Principle</li> <li>• Positive Handling Policy</li> <li>• Anti-Bullying Policy</li> </ul> <p><b>Approved:</b> <i>All policies were approved.</i></p>	
<p><b>IEB 82-1718 Any other business</b> Co-option of Governors – JY sought agreement from members to approve the co-option of 3 governors for the purposes of a redundancy appeal panel. The governors would be Tracey Flood, David Lambon and Hardeep Dhinju. Members agreed the co-option of the governors.</p> <p>JY thanked VB for her commitment, energy and enthusiasm and wished her well for the future.</p>	
<p><b>IEB 81-1718 Proposed dates and times of next meetings</b> To be agreed.</p>	
<p>There being no further business for discussion the meeting was closed at 19.00.</p>	

Chairs Signature: J. Lang Date: 3/10/18

**SPRINGFIELD PRIMARY SCHOOL IEB ACTIONS LOG 2017-2018**

MINUTE/ACTION	LEAD	STATUS
<p><b>IEB 62-1718</b> School to request re-quotes for cleaning and assess how much any increase would be now the pensions issue had been resolved and confirm if the other providers quoted with the ABS. Members also requested that in the interests of due diligence JC should speak to other schools using the provider/s and establish the quality of service provided to those schools.</p>	JC	Ongoing
<p>Utilisation of funds to purchase laptops</p>	JC	For information no action required Completed
<p>Expenditure of £7,500 to cover support with academisation process.</p>	JC	
<p><b>IEB 63-1718</b> Safeguarding - Members agreed another audit was required provided the actions identified were followed through including providing coaching and advice on priorities identified.</p>	RG	Carry forward
<p><b>IEB 67-1718 Policies for Review</b> - Written Statement of Behaviour Principles – Members requested that before it could be considered for adoption RG should provide VB with the Anti-Bullying Statement and the Team Teach Policy.</p>	RG	Completed
<p>The Written Statement of Behaviour Principles to be included as an agenda item at the next IEB meeting.</p>	RG/GLL	Completed
<p><b>IEB 68-1718 Strike Action</b> – It was agreed that members would be kept up to date with any developments.</p>	RG	Completed
<p><b>Monitoring Visit</b> – RG to notify members date of monitoring visit.</p>	RG	Outstanding
<p><b>IEB 75-1718 End of Term Letter to Parents</b> Agreed RG would send letter to NF to review.</p>	RG/NF	
<p><b>IEB 76-1718</b> RG to provide data about children who had been in school all year and those who had not plus show those with EASL.</p>	RG	
<p><b>IEB 80-1718 GDPR</b> Lorna McNab to arrange for all IEB members to be assigned a Springfield Primary School email address.</p>	LM	

