

Approved:  
Date:

## Ludlow Infant School Trust IEB Minutes

Monday 17 September 2018

Ludlow Road, Woolston, Southampton, SO19 2EU

### Present:

Robert Farmer (RFA) – CEO, Hamwic Education Trust  
Gemma Carr (GCA) – Deputy CEO Business, Hamwic Education Trust  
Nigel Ash (NAS) – Deputy CEO Standards, Hamwic Education Trust (**Chair**)  
Beverley Corbin (BCO) – Executive Headteacher, Ludlow Infant School  
Neelam Nadkarni (NNA) – Head of School, Ludlow Infant School

### Also in attendance:

Sam Mawby (SMA) – Governance and Compliance Officer, Hamwic Education Trust  
(Minutes)

### Apologies:

n/a

	<i>Minute</i>	<i>Action</i>
<b>1.</b>	<b>Welcome and apologies</b>	
<b>1.1</b>	NAS welcomed everyone to the meeting.	
<b>2.</b>	<b>Declaration of Business Interests</b>	
<b>2.1</b>	No additional declaration of business interests were noted in relation to any of the meeting agenda items.	
<b>3.</b>	<b>Context for IEB</b>	
<b>3.1</b>	A temporary board had been convened to carry out the governance function following the resignation of the Local Governing Body (LGB) in July 2018. The LGB had been judged to be weak in a number of key areas including: <ul style="list-style-type: none"><li>• Financial prudence and oversight</li><li>• Strategic direction resulting in a drop in standards</li><li>• Inability to hold the school to account</li></ul>	
<b>4.</b>	<b>Summary of Trust Support and Intervention Following Transfer to the Hamwic Education Trust (HET)</b>	
<b>4.1</b>	The IEB noted a range of interventions which have supported the school since it's transfer to HET. <ul style="list-style-type: none"><li>• Appointment of Executive Headteacher to provide strong leadership and a clear focus on teaching and learning (July 2017)</li><li>• Recruitment of a Head of School (September 2018)</li><li>• Financial scrutiny from the Finance team, HET Finance and</li></ul>	

<p>4.2</p>	<p>Audit Committee and HET Trust Board</p> <ul style="list-style-type: none"> <li>• Identification of salary irregularities which resulted in the underpayment of staff</li> <li>• Development of school finance team skills</li> <li>• Regular focused visits from the Trust finance, HR, Standards and Health and Safety teams to ensure that the school is adhering to good practice</li> </ul> <p><b>Impact of strategies:</b></p> <ul style="list-style-type: none"> <li>• Sustainable budget in place</li> <li>• 2018 results significantly improved from 2017 (where LA judged the school to be in Special Measures prior to it's transfer to HET)</li> <li>• Strong leadership has addressed significant issues in teaching and placed the school in a rapidly improving position</li> </ul>	
<p>4.3</p>	<p>The intention is to re-establish an LGB.</p>	
<p>5.</p>	<p><b>Safeguarding</b></p>	
<p>5.1</p>	<p>NAS confirmed that he is the designated governor for Safeguarding and also the Designated Safeguarding Lead for HET.</p>	
<p>5.2</p>	<p>BCO confirmed the all staff had been trained following the updated Keeping Children Safe in Education Guidance (KCSIE) September 2018. All staff had also been directed to read Parts 1 and 5 of the guidance together with Annex A.</p>	
<p>6.</p>	<p><b>Headteacher's Report</b></p>	
<p>6.1</p>	<p>BCO advised that there were currently 267 pupils on roll.</p>	
<p>6.2</p>	<p>1 NQT (Newly Qualified Teacher) is part of the staff team and has settled well.</p>	
<p>6.3</p>	<p>The school currently has 1 pupil categorised as a Child in Need with a further 2 children with Child Protection plans (same family). 1 pupil is a Looked After Child (LAC).</p>	
<p>6.4</p>	<p>1 pupil is currently operating on a part-time timetable and the school is supporting the family to find the most appropriate provision to meet their needs.</p>	
<p>6.5</p>	<p><b>Question:</b> Has a risk assessment been carried out for the pupil on a part-time timetable? <b>Answer:</b> Yes.</p>	
<p>6.6</p>	<p>Attendance was 94.7% for 2017-18. BCO added that the school has started to issue Fixed Penalty Notices for unauthorised absence.</p>	
<p>6.7</p>	<p><b>Question:</b> What response has the school received from parents? <b>Answer:</b> Parents are prepared to pay the fine as the holiday is</p>	

6.8	more cost effective to take outside of the holiday period.																
6.9	6 exclusions were issued for 1 child during 2017-18.																
6.10	<p><b>Pupil Premium:</b> BCO made everyone aware that the spend in relation to Pupil Premium was currently being evaluated and will be added to the school website in due course.</p>																
6.11	<p><b>Sports Premium funding:</b> BCO added that the Sports Premium funding was also being reviewed and details of this would also be added to the website.</p>																
6.11	<p><b>2018 Results:</b> BCO commented that the results for 2018 had seen a significant improvement from 2017.</p> <table border="1" data-bbox="379 797 1177 1160"> <thead> <tr> <th>Assessment</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>EYFS</td> <td>54% GLD</td> <td>75% GLD</td> </tr> <tr> <td>Phonics</td> <td>71%</td> <td>80%</td> </tr> <tr> <td>Year 2</td> <td>61% Reading ARE 55% Writing ARE 70% Maths ARE</td> <td>81% Reading ARE 78% Writing ARE 83% Maths ARE</td> </tr> <tr> <td></td> <td>9% Reading GD 2% Writing GD 13% Maths GD</td> <td>24% Reading GD 10% Writing GD 14% Maths GD</td> </tr> </tbody> </table>	Assessment	2017	2018	EYFS	54% GLD	75% GLD	Phonics	71%	80%	Year 2	61% Reading ARE 55% Writing ARE 70% Maths ARE	81% Reading ARE 78% Writing ARE 83% Maths ARE		9% Reading GD 2% Writing GD 13% Maths GD	24% Reading GD 10% Writing GD 14% Maths GD	
Assessment	2017	2018															
EYFS	54% GLD	75% GLD															
Phonics	71%	80%															
Year 2	61% Reading ARE 55% Writing ARE 70% Maths ARE	81% Reading ARE 78% Writing ARE 83% Maths ARE															
	9% Reading GD 2% Writing GD 13% Maths GD	24% Reading GD 10% Writing GD 14% Maths GD															
6.12	<p>The school was successfully moderated for Year 2 in 2018.</p> <p><b>School Improvement Priorities 2018-19:</b> BCO and NNA made everyone aware that the key priorities for the coming year would focus on:</p> <ul style="list-style-type: none"> <li>• Feedback/marking at the point of learning to improve outcomes</li> <li>• Focus on coaching to further strengthen teaching and learning, led by the new Assistant Head</li> <li>• Continue to consolidate on the improvements made in standards and the curriculum</li> <li>• Deepen curriculum subject knowledge</li> </ul> <p>The group acknowledged that the leadership team was new and developing with real capacity to make a positive impact.</p> <p><b>Question:</b> NNA was asked how she is setting in to the role of Head of School. <b>Answer:</b> NNA responded that she is receiving regular mentoring from BCO and support from the Trust to underpin her induction.</p> <p><b>Question:</b> Is NNA meeting with the Standards team link for the school (Sue Underwood)?</p>																

Approved:  
Date:

6.13	<p><b>Answer:</b> Yes</p> <p><b>Staff CPD (Continuous Professional Development):</b> BCO confirmed that all staff will have access to training this year based on analysis of their needs.</p> <p><b>Question:</b> What CPD would the school access? <b>Answer:</b> A range of courses depending on the area for development. Scholl staff access the Beechwood Teaching School provision as appropriate.</p>	
7.	<b>Performance Management of Staff</b>	
7.1	BCO and NNA will be mapping performance targets for 2018-19 to the school improvement priorities.	
7.2	Performance Management meetings to conclude the cycle are scheduled for October.	
8.	<b>Health and Safety</b>	
8.1	<p>The group noted that there are no current Health and Safety issues.</p> <p>The Trust regularly audit the school:</p> <p>4.12.17 – 3 minor concerns 6.3.18 – all concerns address</p> <p>The next Health and Safety audit is due on 18<sup>th</sup> October 2018.</p>	
9.	<b>Policies for Approval</b>	
9.1	<p><b>Child Protection Policy:</b> The Child Protection has been reviewed and was approved by the group. Further amendments are likely to be needed following work from the Standards team on section 5 of the KCSIE guidance 2018.</p> <p>The finalised policy will be added to the school website.</p>	
10.	<b>Date of next meeting</b>	
	<b>TBC</b>	