MINUTES OF THE MEETING OF THE IEB
OF RADDLEBARN PRIMARY SCHOOL HELD HYBRID
AT 10:00 AM ON WEDNESDAY 16 JULY 2025

PRESENT		Justine Baker		
		Catherine Griffiths		
		Charlotte Stubbs	-	Chair
IN ATTENDANCE		Alison Hicks	-	Birmingham City Council
		Claire Huxley	-	Acting Headteacher
		ZN	-	EYFS
		Emma Woodhouse	-	Governance Professional
CONSENT TO ABSENCE		Alex French		

The meeting began with a presentation from ZN. An optional appraisal would be completed.

1.	Welcome and Apologies

Everyone was welcomed to the meeting, and the meeting was declared quorate.

2.	Declarations of Interest and Confidentiality

There were no Declarations of Interest.

3.	Headteacher's Report

The Acting Headteacher had circulated a copy of the SEF (Paper 3.1) in advance of the meeting.

- The SLT and Middle Leaders had compiled the SEF and detailed the current position of the school.

A Member noted that it was positive that the document had been validated as it had been written by a team.

A Member asked if there were specific plans for the CPD for Middle Leaders. The Acting Headteacher advised that there had been a push, the previous year on developing subject leaders. This had reflected positively in the Ofsted report. The decision had been made in September, to utilise the phase leaders as a way of improving consistency within teaching and learning. This was now being led on by the Assistant Headteacher. The Acting Headteacher considered that the staff had really stepped up and it had been positive to hold wider leadership meetings. The staff in question had a good understanding of the strengths and weaknesses in their areas. **The Member noted that there had been positive feedback in the staff survey.**

A Member asked if there was a plan to increase attendance, the Acting Headteacher advised that there was a plan in place however; there had been further discussion about how to encourage hard to reach parents. The reason that pupils did not attend was due to parents engagement with the attendance process. The Acting Headteacher confirmed that any illnesses were challenged, and evidence was requested. **The Chair asked how the Acting Headteacher would find out what the reasons were,** the Acting Headteacher advised that some families had been spoken to, and the issues were medical. **The Chair asked if the medical absences were genuine.** The Acting

Headteacher advised that this was being worked upon, medical evidence would be requested. The majority of FAM meetings had been positive. The Acting Headteacher considered that the school was doing as much as they could. The Headteacher was expected to return in the autumn term and Rachel (Attendance Pastoral Team) would have more capacity.

A Member considered that Ofsted would focus on Y1-6 data, this was available to view through Secure Access.

The Chair advised that the full staff survey response had not been shared with the Acting Headteacher, however; positive comments had been shared. There was a perception that there was a gap in skill set due to the number of staff leaving, were there any ways to formalise pathways for training, such as NPQ. The Acting Headteacher asked if these would come through the IEB. The Chair advised that there was not charge for NPQ courses but there would be a cost for internal cover. **The Chair asked how the school was supporting staff, was there a strategy for this, was there a requirement for a retention strategy.** The Acting Headteacher advised that one phase leader was leaving and had not yet been replaced. The two middle leaders would be taking on additional duties in the next academic year and the Acting Headteacher considered that whilst they were very experienced, the school could not afford to lose any more staff. The Acting Headteacher would be completing the NPQH in the next academic year. The Assistant Headteacher was currently midway through his Masters for leadership.

ACTION – Staffing overview including leavers and responsibilities of remaining staff to be presented at the next meeting.

A Member considered that the document was comprehensive and well written. The links to the evidence sources was positive and they considered that the data was looking positive. They considered that it would be useful to have data as an appendix at the next meeting. The Acting Headteacher confirmed that the Assistant Headteacher would be looking at three-year data trends. **The Member considered that the school had undertaken significant work with the Maths Hub and wondered if the paragraph could be strengthened.** This was noted.

A Member asked if it would be worthwhile undertaking pupil and parent surveys which could be included in the SEF. The Acting Headteacher advised that an Ofsted style survey would be undertaken in the autumn term. Pupil voice had been gained during face-to-face meetings. **The Chair considered that given the amount of work that the school had undertaken, the Ofsted style questionnaires did not always ask about areas that the school had focused upon.**

4.	Safeguarding – Section 175 Safeguarding Self-Assessment

The Acting Headteacher confirmed that the S175 self-assessment had been submitted.

A Member referred to section 6 and questioned if the information from the previous year had been accurate. The Acting Headteacher advised that the section had been pre-populated and could not be edited. However; Members considered that the information had been inaccurate.

A Member asked if Prevent training for staff would be delivered during the autumn term, the Acting Headteacher advised that the resources would be received from the Prevent Team. The Acting Headteacher confirmed that she had completed the Train the Trainer course. **The Chair asked if the Prevent risk was low in the area** and the Acting Headteacher advised that she considered that it was low and this had been discussed with fellow Deputy Headteachers. The topic was covered in the curriculum.

5.	Health and Safety Report

The Chair advised that none of the best practice health and safety reports had been provided by the school throughout the year. Members had received a copy of the Health and Safety Report in advance of the meeting (Paper 5.1).

The Acting Headteacher advised that she had obtained quotes for the fire remedial works, one had been received £4694 which highlighted a significant mark up from another quote that had been received. The Site Manager had been requested to seek further quotes for the boiler and water heaters. The information would be presented to the Project Board to ascertain if any funding could be offered.

Required training would be entered on to the training matrix.

A Member referred to the agency submitting a claim, the Acting Headteacher advised that a member of agency staff had been hit by a hockey ball during a PE lesson.

It was noted that the responsibilities for Health and Safety for the new SBM would need to be reviewed.

6.	Strategic Risk Register

The Acting Headteacher advised that the document had not be updated since 2023. The Acting Headteacher and Karen (BCC School Improvement Advisor) had updated the document and there had been a number of changes.

The risks and consequences remained unchanged in main however; some of the colour coding had been changed due to the current situation at the school.

It was noted that some aspects were on the IEB's action plan, a Member considered that the plan needed to be tackled and that a term should be allowed to work on the plan.

Action – that the Strategic Risk Register be represented in December 2025.

The Acting Headteacher advised that a number of green actions had moved to yellow but it was hoped that they move quickly back to green.

The Chair noted that there were a number of actions for the IEB which needed to be actioned and that the register should be incorporated into the IEB's action plan.

7.	Finance

CG advised that approximately two weeks earlier, Lisa Maguire had been appointed as SBM. David Camps had known of LM who was highly experienced. A handover was being received from Mel and LM would work two days per week for the school. It was considered that LM would be able to support the deficit recovery plan.

CG advised that she had been disappointed with SFS, who she had been chasing since 19 June, for a financial position statement and an update on the deficit recovery plan. She had twice chased the reports, as had the Acting Headteacher. The reports had been received the previous day; it was noted that the in-year deficit was around £50k however; whilst there had been savings in contracted staff there had been an increased spend in agency staff.

There was also a PPG overspend however; some could be offset. A report for September would be presented.

The utility contract had not yet been transferred.

The deficit recovery plan had been reviewed a month earlier with the Chair, the plan had been divided into two phases (the next two terms) and the lead agency for each area had been identified. This had been returned to SFS who had taken three weeks to update the narrative. CG would inform SFS that a detailed analysis would be expected in September.

Members had received a copy of the Sports Premium Report in advance of the meeting.

The Acting Headteacher advised that support had been received from Jane Cottrill (BCC SFS) on the school moving to cheque book status and considered that this would be useful to continue in the autumn term.

The Acting Headteacher advised that some of the initiatives introduced were very popular amongst staff.

There was a nil return on the Gifts and Hospitality Register however; an entry was expected on the next register. Staff would be reminded of the policy.

8.	Birmingham Equal Pay Programme

It was noted that this had not been approved.

9.	Policies

Members had received copies of the following policies in advance of the meeting:

- Final Social Media Policy for Parents (Paper 9.1)
- Low Level Concern Policy (Paper 9.2)
- Safer Recruitment Policy (Paper 9.3)
- Smart Devices Appropriate Use Policy (Paper 9.4)

Parents had had an input into the Social Media Policy for Parents, and the Acting Headteacher advised that the document would be circulated in September. It was noted that this would be linked to the Parent Code of Conduct.

ACTION – AH to confirm up to date LA guidance

RESOLVED: That the policy be reviewed further.

The Acting Headteacher advised that the remaining three policies were following the outcome of the Safeguarding Audit. The documents were based upon templates which had been amended for the school.

RESOLVED: That the policies be approved.

10.	Oracle Transition Update

There was no update. Dummy runs of payroll would be completed during the summer holidays.

11.	Headteacher Performance Management Mid-Year Review
This had not taken place due to absence.	
12.	Minutes of the Previous Meeting - Thursday 5 June 2025
Approval of the minutes from the previous meeting were deferred to the next meeting.	
13.	Link Governor Reports
A Member advised that they had attended the recent Sports Day, she had introduced herself to some of the parents. JB advised that she had visited the school and met with the Site Manager, the recommendations for the fire panel had been approved at the last meeting. There were a number of statutory compliance issues that had not been met – it was recommended that this be a target for future PM. It was noted that there was no performance management process in place for the Site Manager. **A Member considered that there should be a report from the Site Manager on compliance to reassure IEB Members.** The Acting Headteacher requested to attend Duty Holder training in the autumn term.	
14.	Data Protection Update
There was no update to be discussed.	
15.	Any Other Business
A confidential discussion took place – see Confidential Appendix A. The Acting Headteacher left the meeting at this point.	
16.	Membership of the Governing Board
A confidential discussion took place – see Confidential Appendix A.	
17.	Urgent Action Taken by the Chair
This item had been discussed earlier during the meeting – see Confidential Appendix A.	
18.	Chair's Correspondence
There was no correspondence to be shared with Members.	
19.	Succession Planning – Chair and Vice Chair
This item was deferred to the next meeting.	
20.	Strategic Direction
This item had been discussed earlier during the meeting.	

21.	Dates of Future Meetings – all at 2.30 pm • Monday 15 September 2025 • Monday 20 October 2025 • Monday 17 November 2025 • Monday 15 December 2025

Signed… ……..

(Chair of IEB)

Date 1 October 2025