A MEETING OF THE IEB OF
RADDLEBARN PRIMARY SCHOOL IS TO BE HELD AT THE SCHOOL
AT 2.30 PM ON MONDAY 20 OCTOBER 2025

QUORUM - 2

Name	Position	Attendance
Justine Baker	Member	Present
Alex French	Member	Present
Alison Hicks	Birmingham City Council	Apologies
Catherine Griffiths	Member	Present
Jessica Merritt	Interim Headteacher	In Attendance
Clare Huxley	Deputy Headteacher	In Attendance
Emma Woodhouse	Governance Professional	In Attendance

The meeting was declared quorate.

No.	Agenda Item
1.	Welcome and Apologies
Everyone was welcomed to the meeting. Apologies had been received from Alison Hicks.	
2.	Appointment of Clerk
RESOLVED: That Attingham Education be appointed as Clerk to the IEB for the 2025/56 academic year.	
3.	Ratification of Chair and Vice chair
It was noted that the LA had appointed Alex French as Chair of the IEB.	
4.	Declarations of Interest and Confidentiality
There were no declarations of interest.	
5.	IEB Guidance
RESOLVED: That this item be deferred to the next meeting.	
6.	School Improvement Plan
Leadership and Management	

There were a number of objectives in this section. A question was asked around whether financial and management needed to be a clear objective. The school would be working closely with SFS and the IEB. The Deputy Headteacher considered that there were a number of objectives.

The Chair considered that some of the actions would be taken as a matter of course. The Deputy Headteacher advised that the school would continue to review and enhance their current practise. **A Member considered that the document was far more cohesive and comprehensive which would put the school in a stronger position, particularly given an inspection. They considered that the plan centred on the quality of teaching and learning and asked how teachers would be helped to improve their quality of teaching and how this would be monitored by leaders. A Member considered that the document was a strong document.**

The Deputy Headteacher advised that teaching had been driving the quality of conversations during the previous few weeks. **The Chair considered that financial changes may in part sit within a leadership level but there would also need to be a school approach.** The Deputy Headteacher considered that staff did not necessarily have a mindset that if they had not ordered something by January then they should not order it. This would resolve the issue with orders being accrued to the wrong year. They considered that it was positive how the document mentioned middle leaders also.

The Chair considered that the school should be consistent with the language used throughout the document. A Member noted that the outcome of the plan would rely on strong leadership. The Interim Headteacher advised that the document had been shared with the LA SIA's along with the Headteacher from Lozells. Work would begin immediately and would be worked upon over the year. Leaders would also develop their leadership. Members noted that the plan could be amended following an Ofsted inspection.

Section 2 - Quality of Education

It had been recognised that there was a gap in achievement between disadvantaged and non-disadvantaged, the Interim Headteacher considered that their progress could be monitored more closely and had begun to investigate trackers that could be introduced. Once it had been ascertained where pupils were, their progress would be looked at more closely.

Developing pedagogical practises had been a key objective the previous year however; the support element and enabling teachers to develop their practise had not been present. Teachers' knowledge would be developed further via their appraisal. The Deputy Headteacher advised that the previous years, Phase Leaders had been used to coach specific staff. The Interim Headteacher advised that successful strategies used at her own school would be implemented at Raddlebarn.

A significant amount of accessible CPD frameworks would be made available for teachers to access. Assessment would also be a key area of focus. This would be critical to enable subject leaders to carry out moderation, however; the school needed to tighten up the guidance provided to teachers for making assessment judgements as this could be subjective. The role of formative assessment would be reviewed, assessment for learning during lessons needed to be strengthened and more consistent. Assessment needed to be in line with the curriculum, leaders needed to use assessment data effectively to adapt and structure the curriculum to ensure any gaps were closed. Workload and budget implications would be considered.

The Chair asked for confirmation that future PPG pupils, would also include those known to social care and SEND were included. The Interim Headteacher advised that when the tracking system had started, these groups of children had been included. The Deputy Headteacher advised that the school had wanted a specific pupil premium target.

Section 3

The targets had been written collaboratively, the SENDCo would work with the experienced SENDCo from Lozells who could strategically lead and support pupils with SEND. The Deputy Headteacher advised that there would be a SEND audit immediately after half term.

The Interim Headteacher reported that a previous visit had highlighted that work was contained at a leadership level, staff were apprehensive however; this was being worked upon, but the school wanted a full audit. Pupil voice would be gathered; the audit would look different.

A Member acknowledged the work that had been undertaken and asked if the work would be shared with the wider teaching team. The Interim Headteacher advised that she wished to be open and transparent with staff, key priorities had been drip-fed, this would be about consistency, once this was finalised, the outcome would be shared with staff and would form some of the targets for staff appraisal. Particularly around assessment, practises and supporting the acceleration of children's progress. Parents had also been asked if they could be privy to the school's priorities and the Interim Headteacher was keen for this, the school would be as transparent as they could and would promote professional dialogue and discussion.

A staff survey had been completed, and staff had advised that they would value discussion around teaching and learning.

The Chair asked when the Interim Headteacher considered that the EYFS strand would be completed. The Interim Headteacher advised that this was a challenge. The Interim Headteacher had asked the EY Lead from Lozells to undertake an audit. However; paediatric first aid training had taken place on the planned days. The Interim Headteacher considered that this could be completed in Autumn two.

The Chair asked if it was possible to identify a lead member of staff in each of the sections so that the IEB was clear on who was responsible.

The Chair asked which section the Interim Headteacher considered would be the most challenging area, the Interim Headteacher considered that assessment would need to be considered carefully in particular how the assessments were used.

The Chair asked how the IEB could support the leadership team, the Interim Headteacher advised that the appraisal process should be completed by 31 October, and she wished to meet with all the teachers individually, carry out a review and share targets with them. The Interim Headteacher requested that some be completed after half term as she would like to meet individually with teachers, review and share new targets – the Interim Headteacher asked if this could be moved until after half term. This was agreed.

A Member asked if the SDP would be monitored externally and it was confirmed by the Interim Headteacher that it would. The quality assurance process had commenced.

7.	IEB Improvement Plan

The Chair thanked Members for their input. It was noted that it was important that the SIP and IEB's plan should be parallel and overlap as much as possible.

A Member noted that the IEB would seek assurances through the SIP reports and the Interim Headteacher's reports that the quality of teaching and education was improving. These would also be received through the Headteacher's report.

The Deputy Headteacher asked where the IEB saw their roles in improving the reputation of the school. The Chair advised that the IEB would make sure that it happened, that it was high quality and appropriate. It was noted that Members would attend school events when able.

The Interim Headteacher considered that both she and the Deputy Headteacher had worked well together and that they would be able to move the quality of education and competencies of the school.

There was further work required on the financial stability and sustainability. These works had been included in the SDP.

8.	Safeguarding Action Plan

Members had received a copy of the Safeguarding Action Plan in advance of the meeting (Paper 4). Attention was drawn to the following salient points:

- The auditor had recognised the team's effort, commitment and preparation for the audit. They had considered that it was commendable.
- Throughout the day of the audit, the DSL team had been able to demonstrate clear examples of their work and evidence of up-to-date practise in safeguarding.
- A passion for the community had been identified along with a strong knowledge of children and families.
- There was a commitment from the DSL team for ongoing training to address any knowledge gaps.
- The team had also shared good examples of multi-agency collaboration to safeguard pupils and families.,
- The SENDCo was actively supporting staff with pupils who had more complex needs.
- The attendance lead had implemented the Birmingham First Support Approach.
- Pupils had advised that they loved their school, found staff to be kind and helpful and felt respected with no discrimination.
- The school used assemblies and the curriculum effectively to address contextual safeguarding issues relevant to the local community and pupils.
- The majority of the lengthy audit was green with a small number of areas which had been identified as more urgent actions.

One action had been around the SCR, disqualification checks and online background checks required further attention to ensure compliance. **The IEB would be seeking assurances that these actions had been resolved.** The Deputy Headteacher advised that the red actions were in progress or completed.

A Member noted that there had been an issue around Safer Recruitment raised by staff, however this had been reviewed and there was no further action to be taken.

IEB Members were reminded to confirm that they had read and understood KCSIE 2025.

9.	Finance

The financial delegation would be discussed at the next meeting.

Members had received a copy of the budget information in advance of the meeting and attention was drawn to the following salient points:

- Budget monitoring had been circulated in advance of the meeting.

- The original budget had forecast a £50k in year deficit. This had since reduced to £42k however; there were some variables which could change this.
- One was utilities, there had been an ongoing issue between the previous utility company and the LA and the question of unpaid bills. It had been suggested that an agreed settlement could be offered to the utility company.
- The second variable was that some Members had been of the understanding that the salary of the Interim Headteacher would be covered by the LA. The Chair confirmed that this was not the case, the SLA for the Interim Headteacher would be covered by the school, however the additional support would be covered by the LA. It was confirmed that this had not been budgeted for and would be a further expense.
- The allocation for SEND pupils had been increased as the school had secured funding for additional cases.
- Stan's Café still owed money for the utilities, and this was being looked into by the Acting Property Manager from the LA. The meters needed to be separated, and a SLA (Service Level Agreement) agreed for the current year. It was suggested that this should be investigated by SFS.
- Guidelines had been implemented for staff; they would be unable to place an order after 31 December 2025. The school would also be mindful of accruals.
- Two candidates had applied for the position of SBM.
- A TEAMS meeting had been held with the SRMA (School Resources Management Advisor), whose credentials had been checked. The required documents had been provided; it was hoped that the process would be helpful to discuss the SDP and would aid the development of the recovery plan. A further meeting was being on 4 November.

It was confirmed that the school were satisfied with the service being provided by SFS. A significant amount of work had been undertaken on aligning cost centres.

10.	Responding to the staff survey

Members had received a copy of Paper 6 in advance of the meeting.

External advice had been taken on how the IEB should respond to the staff survey responses. There were three options available to the school. These included the LA's legal department, their HR department and the school's ER.

It was noted that the IEB would pursue option three.

11.	Premises

This item was deferred to the next meeting.

12.	Risk Management

This item was deferred to the next meeting.

13.	Policies

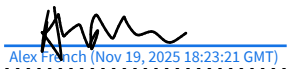
ACTION – School to produce a policy schedule for inclusion in agendas.

14.	Minutes of the Previous Meetings – Thursday 5 June 2025 and Wednesday 1 October 2025
RESOLVED: That the minutes of the above meetings be approved as a correct record subject to the agreed amendments.	
15.	Matters Arising from the Minutes
There were no matters arising from the minutes.	
16.	Urgent Action Taken by the Chair
There was no urgent action taken by the Chair to be reported.	
17.	Chair's Correspondence
The Chair reported that he had received a letter from Aston Tower Academy Trust	
18.	Headteacher's Appraisal update
The Headteacher's appraisal would begin upon her return to school. The Interim Headteacher's appraisal would be completed by Lozells Primary School.	
19.	Governor Training
This item was deferred to the next meeting.	
20.	Collation/Publication of Governor Diversity Data
This item was deferred to the next meeting.	
21.	Admissions
This item was deferred to the next meeting.	
22.	Pupil Premium Strategy Statement
This item was deferred to the next meeting.	
23.	Website Compliance
This item was deferred to the next meeting.	
24.	Any Other Business
There were no items of any other business.	
25.	New Early Years Statutory Framework
This item was deferred to the next meeting.	
26.	Dates of Future Meetings – all at 2.30 pm

	• 17 November 2025 • 15 December 2025
RESOLVED: That the above dates be approved.	

Actions

Min Num	Action	Responsibility	Deadline
13	Creation of School Policy tracker	School	Next meeting

Signature

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(Chair of IEB)

17 November 2025