

## Minutes of the meeting of the Full Governing Body of Ivydale School, held at the school on Tuesday 25<sup>th</sup> September 2018 at 6:00pm

### Present

Ms Sophie Broadfield (**Chair**)  
Ms Helen Ingham (**Head**)  
Ms Jessica Skinns  
Mr Rosh Wijayarathna

Ms Lynne Gravatt (**Vice Chair**)  
Mr Bartley Shaw  
Ms Anna Townsend

### Also Present

Judith Lambert – Deputy Head  
Nicole Galea – Clerk  
Nikki Tilson – School Improvement Adviser - (Item 1 only)

	<b><u>PART 1 (A) GOVERNOR BUSINESS</u></b>	
<b>1</b>	<p><b><u>Interpreting Data – Nikki Tilson</u></b></p> <p>Nikki Tilson, the school's School Improvement Adviser provided Governors with an overview of the Inspection Data Summary Report (IDSA) and Analyse School Performance (ASP) data documents. She advised that these documents enable school leaders to analyse and evaluate the data which is based on national and local comparisons, review the effect on provision and impact on outcomes. It enables schools to identify themes and can influence how resources are allocated.</p> <p>Governors used Ivydale's 2016/2017 IDSR to discuss and understand the data.</p> <p>It was <b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>• <b>The Head would circulate the 2017 / 2018 reports as soon as they are available</b></li> <li>• <b>Standards Committee to review the data and bring the key points to the December Governors meeting</b></li> <li>• <b>The Head to circulate the Southwark School Profile</b></li> </ul> <p>Governors thanked Nikki for her very informative training, she then withdrew from the meeting.</p>	<p>HI</p> <p>Stds Ctee</p> <p>HI</p>
<b>2</b>	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies had been received in advance from Andy Bremner, Alex Bushill and Suzy Kirk; it was <b>RESOLVED to consent to these absences</b>. Apologies for lateness had also been received from Lynne Gravatt.</p> <p>The Chair advised that Ruth Fairclough, Flora Walker and Tahlia Woollatt had resigned since the end of the summer term.</p> <p>The Clerk advised that the meeting was quorate.</p>	<b>Clerk</b>

3	<p><b><u>Declarations of Interest</u></b></p> <p>The Chair reminded Governors of the need to declare any interests for items on the agenda; there were no declarations made.</p> <p>In addition, the Chair reminded Governors to complete the annual declaration of business interests that had been distributed in advance. It was <b>RESOLVED that Governors would complete the declaration and return it electronically to the Head.</b></p>	Govs
4	<p><b><u>Minutes of 26/6/18 and Actions Log</u></b></p>	
	<p><b>Approval</b> Minutes of the previous meeting of 26/6/18 had been distributed in advance; it was <b>RESOLVED that they were an accurate reflection of the meeting</b>; the Chair signed the minutes which were retained by the Head.</p> <p><b>Action Log</b> Governors reviewed the action log and noted that most actions are in hand.</p> <p><u>Item 6: Publish minutes on the website</u> The Head confirmed that the new website is expected to go 'live' by the autumn half term; non confidential minutes will then be uploaded once approved. The Chair stated that Governors will also be provided with school email addresses, compliant with GDPR requirements; there will also be a generic 'governors@ivydale' email address for parents to use.</p> <p>The Clerk suggested that the Governing Body could also improve its GDPR compliance by using a portal based system such as that available on London Grid for Learning (LGfL). 'myuso' enables Governing Bodies to store meeting documentation and as the school already buys into LGfL there would be no additional cost to use this facility. The Head and Chair undertook to investigate this option.</p> <p>The Clerk undertook to update the Actions Log.</p>	<p>HI</p> <p>SB / HI</p> <p>Clerk</p>
5	<p><b><u>Governing Body Operation</u></b></p>	
5.1	<p><b>Instrument of Government</b> The Clerk referred Governors to the draft revised Instrument of Government circulated in advance which reflects the decisions made at the Governing Body meeting on 26/6/18.</p> <p>It was <b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>• <b>To ratify the Instrument of Government consisting of 4 Parents, 1 Authority, 1 Staff, 1 Head and 9 Co-opted (1 to be reserved for a Parent from an underrepresented group and 1 member of staff from the group not represented by the Staff Governor)</b></li> <li>• <b>That the Clerk would forward the revised document to Southwark for sign off by the Director of Education</b></li> </ul>	Clerk
5.2	<p><b>Membership and Attendance</b> The Chair advised that in addition to the Governor departures reported at the previous meeting (Andy Bremner (within the autumn term), Alex Bushill, Francine Chambers and Emily Kirkpatrick) Ruth Fairclough, Flora Walker and Tahlia Woollatt had also resigned due to other commitments. The Chair thanked all of the departed</p>	



	<p>Helen Ingham Rosh Wijayarathna Ruth Fairclough (Co-opted)</p> <p><b>Resources Committee</b> Lynne Gravatt (Chair) Helen Ingham Suzy Kirk Ayesha Sabri (Adviser)</p> <p><b>Standards and Inclusion</b> Sophie Broadfield (Chair) Helen Ingham Jessica Skinns Anna Townsend Judith Lambert (Adviser)</p> <p>It was <b>RESOLVED</b> that</p> <ul style="list-style-type: none"> <li>• <b>RW to take on the role of Safeguarding Link Governor</b></li> <li>• <b>the appropriate committees would assign the Link roles within each committee.</b></li> </ul> <p>SB advised that Link Governors are expected to develop a relationship with the associated staff for their area, undertake one visit per year focussed on their Link role and write a brief report to be considered by the committee. The Head stated that she would circulate suggested visit dates following the recruitment of more Governors.</p>	<p><b>HI</b></p>
5.5	<p><b>Governor Skills Audit</b> The skills audit had been circulated in advance. The Chair asked Governors to complete the audit and return it to the Clerk for analysis which will be brought to the next meeting.</p>	<p><b>Govs</b></p>
5.6	<p><b>Code of Conduct</b> It was <b>RESOLVED</b> to ratify the <b>Code of Conduct</b> which had been distributed in advance; Governors signed to note their agreement.</p>	
5.7	<p><b>Governor Recruitment</b> This item had been covered under Item 5.2.</p>	
5.8	<p><b>Governor Training</b> Governors discussed whether to continue buying in to the Southwark Governor Training SLA and <b>RESOLVED to do so</b>. The Chair urged Governors to attend a minimum of one relevant training session per year.</p> <p>It was noted that Governors can access information on Governance issues via the Southwark Schools website (<a href="http://schools.southwark.gov.uk/">http://schools.southwark.gov.uk/</a>), the NGA (<a href="http://nga.org.uk">http://nga.org.uk</a>) and The Key (<a href="https://schoolgovernors.thekeysupport.com/">https://schoolgovernors.thekeysupport.com/</a>). The Head undertook to forward log in details for The Key.</p> <p>The Clerk undertook to forward a briefing of the relevant governance items for the autumn term.</p>	<p><b>HI</b></p> <p><b>Clerk</b></p>

	<b><u>PART 1 (B) SUBSTANTIVE DISCUSSION</u></b>	
6	<p><b><u>Governing Body Survey – Review key findings</u></b></p> <ul style="list-style-type: none"> <li>• <b>Governors’ Survey</b></li> <li>• <b>Pupil Survey</b></li> </ul> <p>The Chair advised that due to illness Andy Bremner had not been able to complete these tasks, it was agreed to defer them to the December Governors meeting.</p>	<b>ABr</b>
7	<p><b><u>Governor Visibility</u></b></p> <p>The Chair reminded Governors that the CFC Committee would take the lead on this item. The new school website will include Governors’ profiles and access to the approved non confidential Governing Body minutes. A Governors’ session with Parents will also be organised.</p>	
8	<p><b><u>Keeping Children Safe in Education – revised guidance</u></b></p> <p>The Clerk advised that the revised guidance, which had been circulated in advance, took effect on 3/9/18. She reported that it is good practice for Governors to read at least Part 2 of the guidance which outlines their responsibilities.</p> <p><b><i>SB queried if the school has the correct information sharing protocols in place.</i></b> The Head confirmed that internal and external sharing protocols are in place. She also confirmed that all staff attended safeguarding training at the September INSET day and have received copies of the KCSIE revised guidance and the guidance on sexual violence and sexual harassment between children in schools and colleges</p> <p>It was <b>RESOLVED</b> to return</p> <ul style="list-style-type: none"> <li>• <b>to this item for the December meeting by which time Governors would be expected to have read Section 2 of the document.</b></li> <li>• <b>CFC Committee to review the Safeguarding Policy</b></li> </ul>	<b>Agenda CFC</b>
9	<p><b><u>Urgent Business</u></b></p> <p><b>Vice Chair</b> It was <b>RESOLVED</b> to elect <b>LG to the position of Vice Chair</b>. Governors thanked LG for taking on the role.</p> <p><b>Pupil Admission Number (PAN)</b> The Chair advised that the LA has acknowledged the significant change in pupil numbers across the borough and approached the school regarding a revision to the PAN. The Head reported that she had a meeting with the LA at which they agreed to reduce the PAN from 120 to 90. She commented that the reduction will be beneficial in terms of consistency and planning but will have budgetary implications. She advised that there will be 90 pupils on roll in Reception by the end of the week but there are more than the usual number of siblings currently in Nursery and so it will be necessary to keep the situation under review. The school does have the capacity to open a bulge class if needed.</p> <p><b>Information to Governors</b> The Head undertook to ensure that Governors receive the fortnightly newsletter and a list of forthcoming events they are welcome to attend.</p>	<b>HI</b>

	There were no matters of Confidential Business and the meeting concluded at 8:30pm.	
<b>10</b>	<b><u>Date of next meeting and agenda items</u></b>  4/12/18 – focus on standards and IDSR Ofsted Preparation Training – 5:30pm (TBC)	

**Signed** .....

**Date** .....