

Minutes of the meeting of the Full Governing Body of Ivydale School, held via videoconference on Wednesday 23rd September 2020 at 6:30pm

Present

Ms Lynne Gravatt (LG) (Chair)
Ms Suzy Kirk (SK)
Ms Faye Rounding (FR)
Ms Kimberley Starke (KS)
Mr Rosh Wijayarathna (RW)

Ms Helen Ingham (HI) (Head)
Ms Catherine Mahony (CM)
Mr Bartley Shaw (BS)
Ms Anna Townsend (AT)

Also Present

Judith Lambert (JL) – Deputy Head
Nicole Galea – Clerk

<u>PART 1 Governor Business</u>	
1	<p><u>Apologies for Absence</u> LG welcomed Governors to the first meeting of the new school year, held virtually via Zoom due to the continuing Coronavirus pandemic.</p> <p>The Clerk advised that no apologies for absence had been received but apologies for lateness had been received in advance from AT, who subsequently joined at 6:45pm.</p>
2	<p><u>Declarations of Interest</u> The Clerk advised Governors of the need to declare any interests for items on the agenda; no declarations were made.</p>
3	<p><u>Election of Chair and Vice Chair</u> The Clerk advised that no nominations had been received in advance of the meeting. In the absence of a number of Governors including both the current Vice Chairs, it was agreed to defer this item to the end of the meeting pending the hoped arrival of more Governors. It was agreed that LG would continue to Chair the meeting.</p>
4	<p><u>Minutes of: 3/12/19, 11/12/19, 27/2/20, 5/5/20 and 20/5/20</u></p>
4.1	<p><u>Approval</u> LG noted that budget discussions followed by the advent of the pandemic during which meetings were limited to time critical business, had resulted in a backlog of minutes for approval. The minutes of the previous meetings had been distributed in advance and it was RESOLVED that they were an accurate reflection of the meetings. LG undertook to provide electronic signatures and forward the signed minutes to the school for retention.</p>
4.2	<p><u>Matters Arising</u> It was agreed that there were no matters arising that would not be covered by the agenda.</p>
5	<p><u>Governing Body Operation and Delegation of Functions</u></p>
5.1	<p><u>Membership and Attendance</u> The Clerk had provided reports in advance showing the updated GB membership for 2020 / 21 and meeting attendance details for 2019 / 2020. The Clerk advised</p>

LG

	<ul style="list-style-type: none"> • There are no terms of office due to come to an end within this academic year and no attendance issues to report • SK has confirmed her intention to resign from the Board following the Resources Committee meeting on 6/10/20. On behalf of the Board, LG thanked SK for her commitment and support especially in relation to the budget. • There remain vacancies for 2 Co-opted Governors (not including the Co-opted vacancy which will result from SK's departure), which the Board has historically ring fenced for a member of staff and a parent, <p>Furthermore, HI advised that CF had discussed with her that she no longer has a child in the school but is keen to remain on the Board and is willing to move to a different category to enable another parent to be elected. The Clerk confirmed that the regulations permit CF to see out her term of office as a Parent Governor but that she could also be appointed by the Board into one of the Co-opted Governor vacancies.</p> <p>Governors discussed the membership, the use of the skills audit to help identification of possible areas for recruitment and the viability of holding a Parent Governor election during the pandemic. HI advised that it would be possible to hold either a Covid-19 adjusted paper election or an electronic one.</p> <p>It was RESOLVED that</p> <ul style="list-style-type: none"> • HI would contact CF to discuss the options for her continued membership, and report back to the FGB on 1/12/20 • Governors to complete and return the Skills Audit to the Clerk to identify gaps for the Co-opted Governor vacancies 	<p>HI</p> <p>All govs</p>
5.2	<p>Committee Membership and Link Governor Roles</p> <p>It was RESOLVED</p> <ul style="list-style-type: none"> • To retain the existing committee structure and membership pending the appointment of new Governors. The Clerk reminded Governors of the need for a Chair for the Resources Committee following the departure of SK. • To confirm the Pay Committee as LG, CM and BS • To confirm the Headteacher's Performance Review Panel as LG, FR and AT • To defer the Link Governor role review to the December FGB • The Pupil Premium Link Governor position to be agreed at the Resources Committee. <p>HI suggested that as the advice is to minimise the number of visitors in school that Link visits could be organised as a virtual conversation until circumstances change. The Board supported this proposal. HI undertook to review which Link visits were of highest priority (Safeguarding and Pupil Premium) and establish an approach for them to take place.</p>	<p>1/12/20</p> <p>Res Ctee</p> <p>HI</p>
5.3	<p>Ratification of the committee Terms of Reference</p> <p>It was RESOLVED that the committees would review their terms of reference at the next committee meetings and present their recommendations to the December FGB.</p>	<p>Clerk</p>
5.4	<p>Code of Conduct</p> <p>The existing Code of Conduct had been distributed in advance; it was RESOLVED to ratify the document as presented. The Clerk undertook to confirm with those Governors not present that they also agreed to the document.</p>	<p>Clerk</p>

5.5	<p>Governor Induction and Training Those Governors present who had most recently joined the Board confirmed that they had undertaken the school induction.</p> <p>HI confirmed that the school continues to buy into the Governor Development training programme. LG encouraged Governors to sign up to the training (which is all currently online) especially where they have a corresponding link role.</p>	
5.6	<p>Governor Details (GIAS and school website) HI confirmed that the work to update the school website is in hand; some Governor photographs are still required.</p> <p>The Clerk advised that any changes to Board membership should be notified to the Get Information About Schools (GIAS) national database. HI undertook to ensure that the information is up to date.</p>	HI
5.7	<p>Agree meeting and visit arrangements for the autumn term 2020 LG stated that the aim was to manage and decrease the risk of the pandemic wherever possible. Where it is not critical to meet in person, Governors' meetings will be held virtually for the autumn term. It was agreed to review this practice at the FGB on 1/12/20. HI undertook to organise all meetings via Zoom for this term.</p>	Agenda
5.8	<p>Governor Skills Audit Governors were asked to complete the skills audit provided as soon as possible and return it to the Clerk for collation.</p>	All gobs
5.9	<p>Confirm arrangements for the Head's Performance Management Review HI advised that Nikki Tilson, the school's previous Southwark School Improvement Partner has previously supported the Head's Performance Management Review as the External Adviser. Governors supported her continued use. HI undertook to contact her to agree the date of the meeting.</p> <p>It was also agreed to organise the date of Pay Committee meeting by email.</p>	HI
6	<p><u>DfE / LA Items – London Governors' Newsletter</u></p>	
6.1	<p>Ofsted Arrangements – Autumn 2020 The Clerk referred Governors to the Autumn term London Governor's Newsletter which includes information and updates on Governance, including details of the arrangements for Ofsted 'visits' taking place during the autumn term in place of the usual inspection schedule due to the pandemic.</p>	
6.2	<p>Information to be published online The Clerk advised that the guidance on what schools must publish on line has been updated and now includes the requirement to provide:-</p> <ul style="list-style-type: none"> • The number of staff earning £100k plus • Hyperlink to the school's Financial Benchmarking data <p>HI confirmed that these additional requirements are in hand and will be included in the review of the website.</p>	

PART 1 SUBSTANTIVE DISCUSSION

7

School Development Plan 2020 / 21 – Key Priorities

HI provided the following updates to the start of term: -

- It has only been 3 weeks since the start of the new school year but the children have adapted and settled in well, putting the disruption of the last 6 months behind them.
- All pupils are accounted for and attendance has been very positive at 95% plus.
- The Covid-19 related systems in place during the summer term have been built on and scaled up to meet the demand of the return to school. There are a staggered start and end to the day, arrangements for moving around the school and class bubbles. The aim is to build on the many positives that have come out of being forced to do things differently when looking at future arrangements.
- Preparations are in place should a class bubble need to be closed (as is happening across the borough) but this has not been necessary so far. A DfE hotline is available to talk through actions required if a positive case is confirmed. Given the system of class bubbles, it is likely that the affected class or possibly year group alone would be closed. JL will present the Contingency Plan to Standards Committee on 29/9/20.
- The school is working with the Local Authority to install a T shaped School Streets traffic calming initiative and road widening scheme on Bellwood Road to improve drop off / pick up safety and air quality. Under Covid-19 Emergency Powers, Southwark do not need to carry out community consultation for this but the school must inform local residents; which it is in the process of doing. However, this is unlikely to be in place until November.
- There are a number of challenges facing the school at this time
 - Testing: Schools have been given 10 kits to use for pupils or staff that cannot get a kit or book a testing slot. More can be ordered but there is an overwhelming backlog. Some parents are unwilling to get their children tested. If they are symptomatic but do not get tested, they must self isolate for 10 days. There has also been a varied response from GPs and NHS 111 to discussing testing or child health which has led to a confusing picture for parents. The newsletter contains information on different scenarios of 'what to do if...'
 - Staff absence: this could be due to their own symptoms or because they are self isolating due to having been in close contact or because of childcare needs due to their own child's school / nursery bubble closure. This has resulted in the need for supply staff which is neither good for the budget or for pupils' teaching and learning. This is having an impact on all schools.
 - SLT: - much of SLT time it is being taken up at a very operational level being responsive to parents and staff. There continues to be a stream of ever changing DfE updates with varying levels of frequently short notice actions and also the need to be 'on call' at weekends in case of needing to respond to a positive test.

JL

HI had circulated the updated School Development Plan 2018 / 2021 in advance for information. She stated that the model being used for the start of term and across the year to address the priorities is built on the 4 R's: **reset, reconnect, recover and rebuild**. She highlighted that it is likely to be a bumpier year than anticipated but through the SDP, the school will continue to drive forward with improvements to strengthen curriculum leadership and the cycle of improvement within the curriculum.

There is a continued commitment to improving standards and outcomes for all children; in particular, the most disadvantaged and vulnerable, post lockdown.

SK asked what does the school want to adapt and take on. HI stated that the aim is to protect what is in place already, the movement made and what is already good about Ivydale. She added that children do catch up and all children should be receiving excellent teaching to enable this. The absence of any staff changes this term is positive and has meant that they have been able to hit the ground running to drive forward. Consideration of wellbeing and mental health is running alongside the academic learning as children play, learn to be back in the classroom setting and learn to learn. There have been changes to how teaching is carried out to maintain Covid-19 security and to ensure that the focus and delivery is right. This includes small group work being done in class to maintain the bubble rather than taking children from more than one class to a different space. The plan also includes what learning will look like from home if a bubble is required to close.

HI then referred Governors to the diagram within the SDP document showing how the SDP and Covid-19 plans align. Elements of the Covid-19 response run through the plan with actions sitting below each of the 4 cornerstones: -

- Diverse, decisive, distributed leadership
- Positive relationships with all
- Exceptional wellbeing and development
- Excellent teaching, rapid pupil progress

HI stated that the aims of each committee agreed last year continue to fit within the SDP but the actions beneath them will look different to reflect the pandemic context. She gave the example that the CFC Committee aim regarding parents and the community will be different as much of the communication and engagement at present is being conducted virtually.

The SDP will be a combination of aspects rolled over from last year, some Covid-19 specific points and also some exciting outward facing projects. The latter includes a Teaching School's Alliance project on emotional intelligence which Ruth Fairclough is leading on. It has a good fit with Ivydale's values based education approach and underpins much of the work currently in place. The progress and impact of the project will be fed back to the CFC Committee.

There will continue to be a focus on pupil progress, identifying and narrowing the gaps particularly for Pupil Premium (PP) and Special Education Needs (SEN) pupils. This will be particularly emphasised within the Continuity Plan and within the home learning plans, both of which will be monitored by the Standards Committee.

Further development of the leadership of the wider curriculum which began last year continued through lockdown and will carry on throughout this year to meet the DfE's aim for a wider curriculum. Curriculum leads are looking at how basic skills can be built into all curriculum areas.

CM congratulated HI and her team for their incredible achievements including the Covid-19 secure visit of the Duchess of Cornwall to open the new library which received very good press coverage with the exception of Southwark.

She asked what the timeline for the activation of the virtual learning is. JL advised that there is a plan in place however, there have been some technical issues with migrating the content to the platform and so it was not completed in August as anticipated. Once finalised, teachers will be able to set it up and it will be ready to go. An enhanced summer provision will be used as an interim measure.

Governors asked what the feedback has been from parents and is there an alternative plan for the usual parent forum events. HI reported that the feedback from parents has generally been very positive, they are pleased to be back although there is a level of general anxiety which is growing and takes up staff time. The most pressing of these relates to the suggestion that pupils will be vaccinated without parental permission which has resulted in the receipt of a number of templated letters. The response has been to reassure that this is not the case.

The 'meet the teacher' and secondary transfer zoom meetings went well and options to widen participation in these events is being considered although it is acknowledged that some families have access issues. Some parents have been offered telephone Parents' Evening appointments where there are digital access issues. For staff there is also concern to ensure that they have a safe space to work from home that does not involve using bedrooms for zoom calls.

HI advised that at the end of the summer term the Year 6 Leavers Concert was pre recorded, parents were very pleased to receive a full version. This was an example of doing things differently with a positive outcome that could be utilised again in the future. Thought is now also turning to how Christmas will look in school and the plans that will be needed to put things in place.

CM asked what the digital status of the school is. HI stated that a pre lockdown survey was carried out and this will be repeated. JL is continuing to look into additional laptops in case the school closes again. Ivydale is eligible for 20 laptops and did receive some funding and 3 laptops in the summer. However, the issue seems to be more about broadband than devices as well as some families struggling to engage with live sessions due to lack of technical know how in setting up which the school is trying to support.

CM asked what the school's contingency measures are for staff shortages. HI stated that Covid-19 related staff absence is very disruptive as even a negative test results in 2 – 3 days absence and 14 days for self isolation following a close contact. A particular difficulty at the moment is the absence of staff who fulfil multiple roles and finding creative ways to manage this. There are 2 support staff currently off and not being covered, it is impacting on interventions and catch up work which will have a widening and growing impact. The school has begun using DBS checked gap year students to provide some support. There will be 3 teachers off tomorrow which is being covered by a mixture of in house cover and supply. The usual practice of splitting classes cannot be used as it would compromise bubble security and SLT are fully engaged elsewhere across the school.

Governors asked if this would lead to a tipping point to sending classes home. HI stated that they have found ways to make it work so far; they are looking at creative options including the possibility of having a member of support staff in class and the teacher on zoom from home.

FR asked if Ivydale will benefit from the national tutoring programme. HI advised that the programme has not started yet and there has been no information provided on what to expect. Staff are still getting to know their pupils and their needs as well as deciding what the right approach for Ivydale is.

LG highlighted that Governors would usually have a bigger role in discussions on the SDP and asked if there would be an opportunity for greater discussion when the school is more settled. HI stated that there is a need to reflect on the lessons learnt and understand what the future needs of the school are.

HI

	<p><i>LG also asked what the timescale is for Governors to see what the actual position of the school is.</i> HI confirmed that by the end of the autumn / start of spring term the focus will be on this before starting to map out if there is a need to change direction. It was agreed to return to this issue at both the December and March FGBs. LG encouraged governors to keep themselves informed of developments and undertook to forward documentation provided by HI.</p> <p>Part of this item was discussed and recorded under Part 2: Confidential Items.</p>	Agenda
8	<u>Safeguarding</u>	
8.1	<p>Keeping Children Safe in Education (KCSIE) 2020 HI advised that there are only relatively minor updates to the document (distributed in advance) this year due to the impact of the pandemic. LG highlighted that Part 2: paragraph 80 states that '<i>Governors should know the local criteria for action and the local protocol for assessment</i>'. HI undertook to clarify this point.</p> <p>Those Governors present were reminded to confirm that they had read at least Part 2 and understood their responsibilities. The Clerk undertook to confirm that those Governors not present also agreed to the document</p>	HI Clerk
8.2	<p>Safeguarding Policy HI advised that the revised policy would be circulated for information, to be ratified at the December meeting.</p>	HI
8.3	<p>Key Questions for Governors to ask about online safety Governors thanked the Clerk for the document which was circulated.</p>	
9	<p><u>Urgent Business</u></p> <p>Chair The Clerk sought nominations from eligible Governors for the position of Chair of Governors. LG volunteered to continue in the role; there were no further nominations and it was RESOLVED to appoint LG as Chair of Governors until the first meeting of the autumn term 2021.</p> <p>Governors thanked LG for her willingness to continue in the role.</p> <p>Vice Chair In the absence of the current Vice Chairs agreed to defer the item to the December FGB and that MF and PL would continue as Co Vice Chairs until that time.</p> <p>There were no matters of Urgent Business. The meeting was closed at 8:30pm.</p>	
10	<p><u>Date of next meeting and agenda items</u></p> <p>1/12/20 30/3/21 6/7/21</p> <p>The dates of all meetings for 2020 / 2021 were distributed separately.</p>	

Signed

Date