

Minutes of the meeting of the Full Governing Body of Ivydale School, held at the school on Tuesday 4th December 2018 at 5:00pm

Present

Ms Ashley Bernard
 Ms Miriam Facey
 Ms Helen Ingham (**Head**)
 Ms Faye Rounding (From Item 1)
 Ms Jessica Skinns
 Ms Anna Townsend

Ms Sophie Broadfield (**Chair**)
 Ms Lynne Gravatt (**Vice Chair**)
 Ms Suzy Kirk
 Mr Bartley Shaw
 Ms Kimberley Starke

Also Present

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

	<u>PART 1 (A) Governor Training</u>	
	<p><u>Pre- Ofsted Training - Nikki Tilson</u></p> <p>SB thanked Governors for attending a pre-meeting training session with Nikki Tilson (NT), the school's School Improvement Adviser for an overview of the Ofsted inspection framework.</p> <p>NT provided Governors with a copy of the current Inspection Framework, her presentation and examples of sample questions asked of Governors during an inspection. She suggested that it would be advisable to identify a core group of Governors who would meet the inspection team and some key documents that the Governing Body would want to share. She highlighted the following points:-</p> <ul style="list-style-type: none"> • Inspections are scheduled approximately 3 weeks in advance; Inspectors use that time to look at the previous inspection report and other documents including IDSR, ASP, Parent View and the school's own website to identify key lines of enquiry which will be the key drivers to the inspection • Ivydale will be subject to a full 2 day Section 5 Inspection, there are likely to be 5 Inspectors and feedback, initially to SLT and then also to Governors, will be at the end of the second day • There will be a grade awarded for each judgement (plus EYFS) which will be reflected in the overall effectiveness judgement including safeguarding and SMSC. • The outcome must remain confidential until the draft report has been approved, quality assessed and published; there is a complaints procedure if schools express concerns regarding the process • The previous inspection recommendations were slightly 'woolly' but Governors should be aware of what has been done to address them • Although the inspection team will come with key lines of enquiry, some of these may be addressed in the initial meeting with the Head • The Governing Body is seen as a key part of Leadership and Management and needs to be seen to have the capacity to drive the school forward (see p42 of the framework) • Curriculum now has a bigger focus and is at the forefront of a change of emphasis for Ofsted. Following questions from Governors, NT stated that 	

	<p>Inspectors will be looking for evidence of the richness and depth of the curriculum at Ivydale and the sequence of learning across the years for all children.</p> <ul style="list-style-type: none"> • SLT has a 'battle plan' in place which will move into action when the Inspection call is received • Governors can help by encouraging parents to complete Parent View, ensuring that the website is up to date and that their training information is current • NT referred Governors to the Inspection Framework handbook (p 44) to highlight where the Inspection team will look to gather their evidence to identify the challenge provided by Governors including:- minutes, visit reports, surveys, engagement with stakeholders as well as looking at wider school documentation such as Head's Report, SEF, SIP, progress data (internal and external), CPD. They will expect to see evidence of Governors' own commitment to development. • NT highlighted that no school is perfect and so Governors should be honest about what still needs to be improved <p>SB highlighted that the Inspection should be 24 months after the previous inspection (February 2017), but some schools have been re-inspected after 22 months and so Governors should be prepared.</p> <p>NT referred Governors to the sample questions provided and to p 44 of the framework to indicate the questions that Governors are likely to be asked. She suggested that a crib sheet of themes and the location of evidence be drafted, in particular she highlighted:-</p> <ul style="list-style-type: none"> • How does the school show promotion of equality? She suggested that Governors look for real examples of equality and Fundamental British Values (FBV) • What does the school do to keep pupils safe? <p>It was RESOLVED</p> <ul style="list-style-type: none"> • that the core group of Governors to meet the Inspectors would be SB / LG / BS and JS. • HI to draft a crib sheet • The Clerk to request training record from Ela Cleary, Governor Training Co-ordinator and forward to HI and SB <p>HI reported that the new school website should be live by the end of term and that she is in the process of ensuring that it is compliant and contains previous minutes.</p> <p>NT reminded Governors that there will be an opportunity to practice the inspection with the LA Review in early January 2019.</p> <p>Governors thanked NT for her informative and useful session, she then withdrew from the meeting.</p>	<p>SB / LG / BS / JS HI</p> <p>Clerk</p>
	<p><u>PART 1 (B) GOVERNOR BUSINESS</u></p>	
<p>1</p>	<p><u>Apologies for Absence</u></p> <p>Apologies had been received in advance from Rosh Wijayarathna; it was RESOLVED to consent to his absence. The Clerk advised that the meeting was quorate.</p>	<p>Clerk</p>

	SB welcomed Miriam Facey and Kimberley Starke as the newly elected Parent and Staff Governors to the meeting in addition to the proposed Co-opted Governors Ashley Bernard and Faye Rounding; she then led a round of introductions.	
2	<p><u>Declarations of Interest</u></p> <p>The Chair reminded Governors of the need to declare any interests for items on the agenda; there were no declarations made.</p>	
3	<p><u>Minutes of 25/9/18 and Actions Log</u></p> <p>Approval Minutes of the previous meeting of 25/9/18 had been distributed in advance; it was RESOLVED that they were an accurate reflection of the meeting; the Chair signed the minutes which were retained by the Head.</p> <p>Action Log Governors reviewed the action log and noted actions recorded (attached). In addition, SB drew Governors' attention to:-</p> <p><u>Item 3: Annual Declaration of Interests form</u> It was noted that some forms had not been returned; the Clerk undertook to recirculate the form for completion and returning to the school office.</p> <p><u>Item 8: KCSIE</u> Governors were asked to sign the document tabled to confirm that they had read Part 2 of KCSIE and understood their responsibilities.</p> <p>The Clerk undertook to update the Actions Log.</p>	<p>Clerk</p> <p>Clerk</p>
4	<p><u>Governing Body Operation</u></p>	
4.1	<p>Membership and Attendance</p> <ul style="list-style-type: none"> • Parent Governor election – HI reported that two parents had stood for the vacancy in this category and that Miriam Facey had been the successful candidate. SB stated that the unsuccessful candidate did not fulfil the criteria for the Co-opted Parent slot of being from an underrepresented group and therefore proposed to hold this vacancy pending the outcome of the skills audit. It was RESOLVED to maintain this vacancy at present. • Staff Governor election – HI reported that two members of teaching staff but no support staff had been nominated for this vacancy. It was RESOLVED that Kimberley Starke would take up the position of elected Staff Governor and that Governors would Co-opt Ashley Bernard as the Co-opted (Staff) Governor • Co-opted Governors – SB advised that one of the 3 potential Co-opted Governors will be relocating and so has withdrawn. <i>James Clark</i> – SB stated that he was unable to attend the previous and this FGB but had attended each of the committee meetings to meet Governors and had provided a short video clip explaining his skills and reasons for wanting to be a Governor. Governors discussed his nomination; there was some concern regarding Mr Clark's political position on school funding and so it was RESOLVED to defer the decision on his appointment pending his attendance at the next full Governing Body meeting. <i>Faye Rounding</i> – Ms Rounding provided Governors with her knowledge and 	<p>Agenda</p>

	<p>experience of the education sector and her reasons for wanting to join the Governing Body before withdrawing. Governors unanimously RESOLVED to appoint Ms Rounding as a Co-opted Governor with immediate effect.</p> <p>HI reminded the new Governors of their need to complete the Declaration of Business Interests form and (where appropriate) the DBS paperwork. SB highlighted the expectation that Governors will undertake training and asked them to read the Code of Conduct. Buddies were agreed for the new Governors.</p> <p>The Clerk undertook to forward the Business Declaration form, LA training programme and the Ivydale Code of Conduct and to update the membership details and inform the LA.</p>	Clerk
4.2	<p>Committee Terms of Reference The Resources and Standards Committees terms of reference had been distributed in advance. It was RESOLVED to ratify them as presented.</p>	
4.3	<p>Committee Membership and Link Governor Roles It was RESOLVED to ratify the following appointments:-</p> <p>CFC Committee</p> <ul style="list-style-type: none"> • Miriam Facey • Faye Rounding <p>Resources Committee</p> <ul style="list-style-type: none"> • Miriam Facey <p>Standards and Inclusion</p> <ul style="list-style-type: none"> • Ashley Bernard • Kimberley Starke <p>It was RESOLVED to appoint the following Link Governor roles</p> <ul style="list-style-type: none"> • BS - Communication • MF - Personal Development Welfare and Behaviour (including Play) • FR – Literacy <p>BS volunteered to join MF for the PDWB Link visit as new Chair of the CFC Committee.</p> <p>In addition, SB advised that Link Governors are expected to complete one link related visit annually and provide a written report for consideration by the appropriate committee. She confirmed that the Standards Committee had agreed the following Link Governor roles</p> <ul style="list-style-type: none"> SB – Pupil Premium JS - Maths AT – Inclusion / SEND <p>The Clerk undertook to update the Governance Map and circulate it.</p>	Clerk
4.4	<p>Governor Skills Audit Analysis The Clerk provided an overview of the skills audit analysis. It was noted that the main 'essential' skills and knowledge areas are covered but that there are a few gaps of the 'desirable' skills including HR. Governors agreed that this should be the focus for the Co-opted vacancies, with the successful Governor(s) joining the Resources</p>	Clerk

	Committee. The Clerk undertook to forward the skills audit to the newly appointed Governors (with the exception of FR who had completed her return) and update the analysis with their responses.	
4.5	<p>Governor Survey</p> <p>BS referred Governors to the raw data and analysis of the Governor survey that had been re-run in November. He stated that as a significant proportion of Governors were new to the Governing Body at the time and subsequently more have joined, this analysis represents more of a benchmark than providing much in the way of meaningful analysis. He highlighted that the low scores to the 'agree' responses is most likely reflective of new Governors' lack of familiarity with the school or first hand knowledge. Governors thanked BS for his work on the survey.</p> <p>It was RESOLVED that Governors could bring any comments on the analysis back to the Spring term meeting and that the skills audit would be completed annually in the autumn term.</p>	Sp term agenda / Aut 2019
	<u>PART 1 (C) SUBSTANTIVE DISCUSSION</u>	
5	<p><u>Pupil Survey</u></p> <p>SB advised Governors that the Pupil Survey (Y2 – Y6) had been conducted and analysed by Andy Bremner during the summer term, prior to his departure from the Governing Body. She stated that it provides a good general picture but noted that the previous Chair used to produce a more in depth analysis by year group.</p> <p>Governors discussed the responses to questions regarding bullying. JL stated that a piece of work on bullying is undertaken annually in school and this can have an impact on the survey outcomes, HI highlighted that the significant improvements in the responses to pupils' views on behaviour in class and whether or not they feel safe in school mirrors the changes to the Behaviour Policy and approach.</p> <p>It was agreed that MF would consider these points as part of her Link visit for Personal Development Welfare and Behaviour and provide a written report to the CFC Committee. It was noted that the CFC could follow up on the survey when they next meet the School Council.</p>	MF / CFC
6	<p><u>Headteacher's Report</u></p> <p>HI referred Governors to her Report which had been circulated in advance with the recently published IDSR and ASP. HI stated that she had included additional information to her report which would not appear in the SEF including</p> <ul style="list-style-type: none"> • Training - use of the Southwark Learning Alliance for an exciting leadership course and other CPD opportunities in school • The 2nd round of PLP has begun this week with a focus on inclusion in the classroom to link with the SDP. The PLP outcomes will be updated and presented next term when all of the data has been gathered • Pupil progress data is being analysed currently. • There will be a 2 day 'Supportive Review' by the LA in early January, in preparation for Ofsted, including a session for Governors. The LA and the school are both confident that the school is securely 'good' with some elements of outstanding. • Attendance has been a focus and the average has improved to 96.6%, which is above the national average of 95%. There remain a number of Persistent Absence (PA) pupils with below 90% attendance; one child has 52% 	

	<p>attendance , the family is being taken to court by the LA whilst another is pending. Governors queried if Reception pupils are included in the data and if there is a difference between authorised and unauthorised absence. HI confirmed that Reception pupils are below the statutory school age and are not included. Absence can be authorised if it is for genuine illness or appointments although medical certificates can be required. There are a large number of extended Christmas breaks but term time holidays are not authorised unless for genuine and specific reasons as to why the trip cannot be taken at another time. HI added that the number on the PA list is usually highest in the autumn but tends to reduce as absence is spread across the year.</p> <p>JS asked why the PLP figures are lower for EYFS that the rest of the school and how they will improve. JL stated that because the PLP process works on self evaluation, it takes a while for the evidence to be gathered and for teachers to be confident especially as the pupils are new to the school. She added that the data is being updated as the 2nd round of PLP conversations take place this week and is expected to look better. It was agreed that Standards Committee would keep a focus on the EYFS PLP scores.</p> <p>JS queried what the impact of the reduction of TAs has been on pupil outcomes, noting the absence of this reference in Quality of Teaching, Learning and Assessment. HI and JL stated that the judgement is about the quality of teaching and learning irrespective of the number of adults in the class, the measurement of which will be of the outcomes.</p> <p>JS asked if there is a clearer way to look at TA impact. JL highlighted the school's work with the MITA project which has found no straightforward measurement. She stated that the final report of the 2 year project is due at the end of the year and may provide some answers. It was agreed that the Standards Committee would review this at their autumn term meeting.</p> <p>AT referred to the table of attainment and progress summary data and queried if the lower phonics results in 2015 had an impact on that cohort who are now in Y5. JL stated that the Standards Committee receive the spreadsheets of data termly and track this. Support is being targeted by the Raising Attainment Teacher (RAT) to Y5 and also to Y6 (whose Y1 phonics data was worse).</p> <p>MF asked why the Y1 phonics results were much lower for the current Y5 and Y6. JL stated that there were a number of reasons why including issues with the teaching and due to a number of unidentified SEN issues but that both cohorts have subsequently made good progress.</p> <p>Governors thanked the Head for her updates; SB noted that it is a working document and that they will review it in greater depth at the next meeting.</p>	<p>Stds Ctee</p> <p>Stds Ctee</p>
7	<p><u>Governor Priority: Narrowing the Gap</u></p> <p>SB advised that the Standards Committee reviewed this issue in depth at the last meeting (minutes to follow). The committee thoroughly discussed inclusion, SEND and the support for Pupil Premium (PP) pupils as these pupils are not achieving as well as all other pupils at Ivydale.</p> <p>Governors then split into small groups to discuss the data, the following questions were raised:-</p>	

	<p>SB asked if there is any analysis of the take up of extra curricular activities that PP funding is allocated to and are pupils or their parents steered towards activities that may be advantageous to learning. JL confirmed that they are increasingly seeing the benefit. Steering is possible where there is contact with the family; class teachers identify where the need would be best met. The extended services are managed by Lee; take up by PP pupils is small even though they are entitled to one free session per week. JL undertook to follow this up and look at the mechanism for allocation.</p> <p>JS asked why there is not a maths club. JL stated that this has been tried previously but has just not been successful.</p> <p>AT asked if PP pupils have access to Breakfast and After School Club which could help with attendance issues. HI stated that this is not offered generally but there are exceptions on a case by case basis, part of how the school uses the extended school day.</p> <p>MF highlighted the working poor or those parents who may be at home with younger siblings and may not wish to take up the after school activities but may prefer a lunchtime club.</p> <p>AB asked if there is any data on how the SEND funding is spent as this is a low performing group. HI confirmed that this can be produced; the Resources Committee review how all funding is allocated across the school.</p> <p>Governors thanked Ruth Fairclough for her work on inclusion and noted that this subject will be revisited.</p>	<p>JL</p>
8	<p><u>Deficit Recovery Plan</u></p> <p>This item was recorded under Part 2: Confidential Business.</p>	
9	<p><u>Urgent Business</u></p> <p>There were no matters of Urgent Business but a matter of Confidential Business; the meeting concluded at 8:30pm.</p>	
10	<p><u>Date of next meeting and agenda items</u></p> <p>19/3/19</p> <ul style="list-style-type: none"> • Budget • SEF 	

Signed

Date

