

Minutes of the meeting of the CFC Committee of Ivydale Governing Body, held at the school on Friday 7th February 2020 at 7:45 am.

Present:

Miriam Facey (MF)
Catherine Mahony (CM) (from 8:10am)
Bartley Shaw (BS) (**Chair**)

Ruth Fairclough (RF) (**Deputy Head**)
Faye Rounding (FR)

Also Present

Nicole Galea – Clerk

1	<u>Apologies for absence</u> The Clerk advised that no apologies had been received in advance and that the meeting was quorate. The absence of Catherine Mahony was noted; she arrived at 8:10 am and apologised for her lateness. BS thanked Governors for attending this additional meeting to discuss the changes to the annual surveys.	Clerk
2	<u>Declarations of interest.</u> The Chair reminded Governors of the need to declare any interests for items on the agenda. No declarations were made.	
3	<u>Minutes of the last meeting of 6/11/19</u>	
3.1	Approval of the Minutes The minutes of the previous CFC Committee meeting held on 6/11/19 had been distributed to Governors in advance. It was RESOLVED to ratify them as an accurate record of the meeting . The Chair signed a copy which was retained by RF for the school.	
3.2	Actions Log It was agreed to defer the action log until the next meeting; Governors were asked to update the Clerk on any actions they had completed.	Ctee
4	<u>Governor Visits</u> Governors noted BS's Communications visit report which had been provided in advance. It was agreed that the report would be circulated again for the March meeting. MF reported that she had met with RF in the autumn term to conduct a Diversity visit and that she was waiting for some further information before writing it up for the committee. BS added that CM would be undertaking her Safeguarding Link Visit during the Spring term. Governors discussed the system of Link Governor visits and noted that <ul style="list-style-type: none">• the template for the report provided a good means to share reflections• It would be beneficial for Governors to have greater clarity on arrangements for the Visit days• Clerk to re-circulate the Governors' meeting dates which include the visit dates.	Clerk MF CM HI Clerk

5	<p>Stakeholder Engagement</p> <p>Discuss survey changes for 2020 & agree timeline</p> <p>BS reported that he and CM both looked at the SDP in order to draw out points from it that could be included in the Parents' Survey in order to provide greater connectivity between the two documents.</p> <p>Governors discussed the following points: -</p> <ul style="list-style-type: none"> • the SDP and the priorities of focus tend to be implicitly rather than explicitly included in the survey eg 'love and learning for life' colour the priorities and the survey but are not explicitly stated; whereas other issues such as play have a high focus role in the SDP but there is little reference in the survey. • Queried how 'joined up' both documents are and noted that it would be good to get the surveys to better reflect the SDP, provide more of the information that would benefit the school and look at where and how this can be utilised across the school • The surveys provide a litmus test for the FGB, a snapshot of a point in time which can be used as a measurement over time if the key questions are retained. As the SDP and the school changes, other survey questions could be amended to reflect this. • By stretching the surveys around the school's mission statement, it would reinforce the mission statement with each stakeholder. The aim would be to provide ownership for each section and feedback on comments from previous surveys • Governors discussed whether the demographics of responders could and should be gathered. RF stated that this information would be particularly useful to the school and could be used to tie in with other information gathered to provide a more holistic picture of the school community. • There is a view from the Parent Forum that the means by which the survey is distributed by email results in a lack of personal connection between parents and the school. It was suggested that handing them out at Parents' Evening (which has a very high attendance rate), whilst parents are in a school mindset would be more personal and provide a more effective response. Governors could be on hand to reinforce that the surveys are a tool for the GB, explain the reasons for the questions and it would also help to boost the profile of Governors. • Value in reinstating the link between parents and standards; highlighting how the standards at Ivydale have improved so much over time and celebrating the achievements. <p>The following was agreed for the timing of the Parents' Surveys: -</p> <ul style="list-style-type: none"> • CFC Committee to draft and approve the survey by the meeting on 4/3/20; HI to sign off • The survey to be launched at an event in the first half of the summer term (RF to check the school diary) then distributed electronically with hard copies provided to those that need them. • 2 week deadline for responses • Governors attendance at Parents' Evening to encourage completion of the survey with additional paper copies provided • Survey outcomes to be brought to FGB on 7/7/20 • Explore ways in which the survey findings might be usefully brought back to autumn term parents' evening including headlines in the newsletter <p>The following was agreed for the content: -</p> <ul style="list-style-type: none"> • CM and BS to review the current questions, align them to the mission statement and priority focus, arrange them into the areas identified – learning and wellbeing as the main area with questions that can be tracked over time in addition to an annual changing focus to reflect the current context of the school 	RF CM / BS
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	<ul style="list-style-type: none">• Surveys to include a question on Governor visibility• Draft surveys to be forwarded to the committee with the changes highlighted <p>Furthermore, it was agreed in principle to begin seeking anonymous demographic profile information separate to the survey responses.</p> <p>Pupil Survey RF advised that with the exception of Y6, the school has limited use for the survey. She suggested that it may be more beneficial for Governors to meet with groups of pupils possibly through the School Council or random groups of pupils that could also contain SEND and pupils with behavioural reports.</p> <p>Governors also discussed conducting Y6 exit interviews.</p> <p>Staff Surveys RF stated that the staff survey is sent by the SLT to all staff emails; it is quite low key, many do not respond partly because a number of part time staff do not check their emails.</p> <p>It was agreed that, if as believed, the surveys are conducted from the Governors then it would make more sense for the surveys to be issued by them (BS or LG as chairs of CFC and GB respectively) rather than SLT. This would need to be discussed with HI.</p>	BS/ LG
6	<p><u>Urgent Business</u></p> <p>Governing Body Profile The committee discussed the need for the GB to have an increased profile and engagement with parents. It was agreed to bring this point to the spring term FGB.</p> <p>Governing Body Cohesion CM suggested that an off site social gathering would be beneficial for the Board given the recent difficult issues that the Board has had to face and the proportion of new and fairly new Governors. It was agreed to return to this item at the next meeting.</p> <p>There were no further items and the meeting concluded at 9:00 am.</p>	BS / Clerk Clerk
7	<p><u>Dates of Future Meetings</u></p> <p>4/3/20 10/6/20</p>	
	<p>Signed:.....</p> <p>Date:.....</p>	