

## Minutes of the meeting of the CFC Committee of Ivydale Governing Body, held at the school on Thursday 4<sup>th</sup> March 2021 at 7:45 am.

**Present:**Ruth Fairclough (RF) (**Deputy Head**)

Faye Rounding (FR) (Item 1 – 6)

Catherine Mahony (CM) (**Chair**)

Bartley Shaw (BS) (From Item 3)

**Also Present**

Nicole Galea – Clerk

<b>1</b>	<p><b><u>Apologies for absence</u></b></p> <p>The Clerk advised that the meeting was quorate. BS joined the meeting at 8:00am.</p>	
<b>2</b>	<p><b><u>Declarations of interest.</u></b></p> <p>CM reminded Governors of the need to declare any interests for items on the agenda. No declarations were made.</p>	
<b>3</b>	<p><b><u>Minutes of the meetings of 4/11/20</u></b></p>	
3.1	<p><b>Approval of the Minutes</b></p> <p>The minutes of the previous CFC Committee meetings held on 4/11/20 had been distributed to Governors in advance. It was <b>RESOLVED</b> to ratify them as presented. CM undertook to provide a signed copy for retention by the school.</p>	
3.2	<p><b>Actions Log</b></p> <p><b>Standards Committee 17/11/21:</b></p> <p><u>Item 8: Review of school books as part of Equalities Policy</u></p> <p>Governors discussed the action deferred from the Standards Committee regarding the extent to which equality is reflected in school books. RF stated that a very successful working group of cross curricular teachers was formed, co-ordinated by the Humanities Lead. They conducted an audit of all reading material, including the set texts across the school, for diversity purposes and found it to be poor. A smaller group of teachers then conducted research for reading material with diverse central characters and subsequently purchased many copies. They also asked colleagues for their recommendations; a number of staff had resources at home that they were willing to share. There is now a huge range of resources for staff and pupils to choose from.</p> <p>During Black History Month, each class chose one of the new texts to use as the basis of their work across all subjects for the week. It was very well received and pupils were very engaged. The current coronavirus lockdown has paused work in this area but the focus will be on class reading materials upon the wider opening of the school and ensuring that the extent to which resources reflect diversity will be increased.</p> <p>BS noted that he was happy to have his contact details passed on to those leading the Reading Working Group to see if he could provide any additional advice or resources.</p> <p><b>From 4/11/20.</b></p> <p><u>Item 6: Parent forum</u></p> <p>RF reported that she did discuss the lack of an operational Parent Forum with HI. It is a concern that neither forum is operational, but the pandemic has added to the difficulties. As previously reported, the Forum for Parents with Black Children moved out of school as a parent only group. RF stated that she did have a conversation with them regarding the possibility of reinstating a link with the school following the departure of Miriam Facey; they were in agreement, but this has not progressed due to lockdown. RF stated that with schools about to re-open to all pupils, she would follow this up.</p>	<b>RF</b>

	<p>Governors discussed that the forum membership may be a good source of candidates for the Parent Governor vacancies and reiterated the conversations from other Governor meetings regarding the importance of increasing the diversity of the Board. RF stated that the election is proposed for the start of the summer term. The Committee discussed the means by which the Board could improve its engagement with parents – both specifically for the current recruitment purposes and also as part of longer term engagement..</p> <p>Suggestions for increased Governor visibility included: -</p> <ul style="list-style-type: none"> <li>• Article in the newsletter – interview with a current Parent Governor (challenge, motivation, reward of being a Governor)</li> <li>• Followed by a cycle of interviews with Governors from each committee</li> <li>• Photographs and biography of each Governor on the school website (who I am and why I am a Governor)</li> <li>• Ask LG to provide a news update on the big issues the Board is currently facing</li> </ul> <p>This led to discussion on induction arrangements for new Governors. It was agreed that CFC Committee would put forward the following recommendation to the Spring term Board meeting:-</p> <ul style="list-style-type: none"> <li>• Establish a buddying system with agreed expectations of the role</li> <li>• Encouragement for training including E learning</li> <li>• Meeting with Chair of Governors to establish role, committees etc</li> <li>• Dossier of relevant documents</li> <li>• Latest minutes, school newsletter, summary of each committee with examples of issues covered, governance map, calendar of school events</li> <li>• Input from HI on the value of the Board from the school’s perspective and expectations of the SLT for the Board</li> <li>• Build in opportunities for Governors to meet each other informally outside of meetings and with staff and parents at eg school events</li> <li>• Expectation that Governors attend at least one school event annually.</li> </ul> <p><u>Item 7: Link Governor protocols</u> RF reported that HI has asked that visits are deferred until the summer term.</p> <p><u>Item 9: Safeguarding Policy – cameras off during remote learning</u> RF advised that this was not relevant as pupils are not receiving live lessons.</p> <p><u>Item 11: Parents Evening</u> RF stated that the recent Parents’ Evening conducted by telephone had received positive feedback and may be retained in the future. However, there would need to be discussions with staff and parents before a decision could be made. It was agreed that this is not the right time for this discussion and for the action to remain open.</p>	<b>CM</b>
4	<p><b><u>Parents’ Forum</u></b></p> <p>This item was covered under matters arising.</p>	
5	<p><b><u>Covid-19: CFC Perspective</u></b></p> <p>RF shared her screen showing examples of the school’s response to the pandemic from a perspective of the CFC Committee.</p> <ul style="list-style-type: none"> <li>• <b>Whole school communication</b> log of weekly telephone calls made, providing a record for wellbeing and safeguarding purposes. <ul style="list-style-type: none"> <li>○ Where Learning Mentors have not been able to contact a family for 2 weeks, they refer it as a safeguarding matter to JL or RF to make contact with an external agency</li> <li>○ The calls also identify home learning issues which can be referred to the home learning surgeries or identify the need for targeted interventions.</li> </ul> </li> </ul>	

- Learning Mentors are running Zoom sessions for children who are struggling; they also found that only children are finding lockdown particularly difficult. The Learning Mentors, SENCos and RF herself have been offering short walks for these pupils.
- The **curriculum** has evolved over time. During the initial lockdown there was more of a 'summer school' feeling but it is now curriculum focussed. The decision was made to have pre-recorded rather than live sessions because of concerns with access issues; feedback was also received from other schools that had experienced problems with live lessons. There was a mixed response to this from parents but SLT are confident that the decision is evidence and reasoning based.
  - Approximately 50 devices were received from the government and all have been allocated to families in need. 10 laptops were donated from the community; these were stripped back by the school's tech support and will be given to FSM families. There were also community donations for devices and crowd funding via the Teaching School Alliance. The home learning surgery has been very beneficial for many families.
- **SEND** – there is a lot of support being provided for pupils with SEND:-
  - The Psychotherapy Team have been working throughout the pandemic both online and in school. Since the advent of the current lockdown, they have also provided an adult focus; all sessions offered to staff were quickly booked. The service has been very well received and when there is greater capacity next term, these will also be offered to parents.
  - External therapists such as Speech and Language and Educational Psychologists are working online; one child is receiving sessions at home.
  - TAs are providing support at home for some pupils with an EHCP who are not in school.

***BS asked if parents of SEND pupils feel that they are being adequately supported.*** RF stated that the school has not asked this question but, when possible, an in person focus group is planned to discuss the impact of the pandemic on parents and pupils.
- **Return and Reconnect** will begin when all pupils return on 8/3/21 until the end of the spring term. When the date for return was confirmed, a survey was sent to all pupils, parents and staff.
  - There was a 98% parental response, almost all of which was positive. Many parents took the opportunity to thank staff for their support.
  - 241 pupil responses were received, most are very happy / happy to return with only 3 recorded as unhappy.
  - The responses received identified the main priority was for socialisation and interaction opportunities and so these will be the priority until the end of the spring term.
  - Staff expressed concerns around pupil wellbeing and mental health. This was echoed by parents but they also noted concerns with possible gaps in learning. Pupils did not raise particular concerns.
  - The curriculum has been amended to focus on collaborative and fun sessions around art, drama and PE. Class teachers have been given autonomy to deliver sessions according to the needs of their own class and will be making use of RULER. Their assessments will be used to create a baseline, to understand where pupils are and what gaps exist.
  - After Easter, the school will move on to the next phase of curriculum coverage as well as pastoral and academic interventions. Some staff will be providing additional sessions after Easter to address gaps through catch up groups. Although the government has not indicated a national change to Age Related Expectations (ARE), the school may consider this.

***FR commented on the positive, sensitive and humane approach being taken by the school and highlighted the disconnect between parents' wish for their***

	<p><b>children to return to school and opportunities to interact against their concerns about gaps and assessment.</b> RF stated that staff do not have any major concerns about catch up. There were mixed experiences of lockdown and all children are likely to have some gaps but there is a lot of work across the country being put in to closing these and the school will make the necessary adjustments to ensure pupils receive the appropriate provision.</p> <p><b>BS asked if the communications to parents will reflect these 2 stages.</b> RF confirmed that following a presentation to staff last night, HI will be sending this information out to parents.</p> <p>FR withdrew from the meeting at 9:00am.</p>	
6	<p><b><u>Stakeholder Engagement</u></b></p> <p><b>Surveys</b> CM highlighted that the usual schedule for the annual surveys has been missed due to the pandemic and asked if there would be a detrimental impact on any future proposals of having the surveys as part of the plans for return.</p> <p>RF stated that there must be clarity on the purpose of the survey; if it is to look back at the experience of the pandemic then the time to do that is now as the government has made it clear that it is unlikely that schools will be locked down again. If the purpose is for a more general response, then it would be better to wait until all pupils have been back in school for at least half a term (sometime in May). However, whatever the decision, it will be important to be clear on what the information collated will be used for. She added that going forward, it will not be possible to compare the data with that captured from previous years.</p> <p>The committee discussed that surveys undertaken soon would be useful as a snapshot of where the school is at, at the end of this exceptional time and that they will need to be amended to reflect the changes to the school's priorities. They also noted that there may be value in using the survey responses as part of the strategic review on the future of the school. RF undertook to discuss this the possibility of running the surveys at the end of April 2021.</p>	RF
7	<p><b><u>Communication</u></b></p> <p>It was agreed to defer this item.</p>	
8	<p><b><u>Diversity</u></b></p> <p>It was agreed to defer this item.</p>	
9	<p><b><u>Safeguarding</u></b></p> <p>It was agreed to defer this item.</p>	
10	<p><b><u>Extended Services</u></b></p> <p>It was agreed to defer this item.</p>	
11	<p><b><u>Travel to School</u></b></p> <p>It was agreed to defer this item.</p>	

12	<b><u>Review CFC Cycle of Business</u></b> It was agreed to defer this item.	
13	<b><u>Urgent Business</u></b> There were no further items and the meeting concluded at 9:15 am.	
14	<b><u>Dates of Future Meetings</u></b> 16/6/21	
	<b>Signed:</b> .....  <b>Date:</b> .....	

**IVYDALE:- CFC Committee ACTIONS LOG v 4/3/21**

<b>FGB: 4/3/21</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>WHOM</b>	<b>STATUS</b>
3.2(a)	Follow up on Parent Forum	RF	
3.2(b)	Committee recommendations re GB visibility & engagement to spring term FGB	CM	<a href="#">Completed</a>
6	Follow up on surveys discussion to HI	RF	
7-12	Items deferred	CM / RF	
<b>FGB: 1/12/20</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>WHOM</b>	<b>STATUS</b>
5.3	Continue to work on increased messaging to parents on diversity & engagement	CFC Ctee	<a href="#">Agenda 4/3/21</a>
<b>Standards: 17/11/20</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>WHOM</b>	<b>STATUS</b>
8 (b)	Review school books as part of Equalities Policy	Stds & CFC Ctees	<a href="#">Completed</a>
<b>CFC: 4/11/20</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>WHOM</b>	<b>STATUS</b>
5	TOR to be presented to Dec FGB	Clerk	<a href="#">Completed 1/12/20</a>
6	RF to highlight the lack of Parent Forum to HI, review the situation at Spring meeting	RF	<a href="#">Agenda 4/3/21</a>
7	RF to raise C19 link Visit protocols with HI	RF	<a href="#">Summer term 2021</a>
9	Follow up on whether SG Policy includes ref to camera being turned off during remote learning	RF	
10	Proposed changes to surveys for 20/21 to be further investigated	CM / RF	
11 (a)	Include a question on feedback to the change in Par Eve in the Par survey	CM / RF	
11 (b)	Query to SLT if Par Evening could be held termly to counter low attendance	RF	