

## Minutes of the meeting of the CFC Committee of Ivydale Governing Body, held at the school on Wednesday 6<sup>th</sup> November 2019 at 7:45 am.

**Present:**

Miriam Facey (MF)  
Faye Rounding (FR)

Ruth Fairclough (RF) (**Deputy Head**)  
Bartley Shaw (BS) (**Chair**)

**Also Present**

Nicole Galea – Clerk

1	<p><b><u>Apologies for absence</u></b></p> <p>No apologies had been received in advance. The absence of Catherine Mahony was noted; apologies were subsequently received following the meeting. The Clerk advised that the meeting was quorate.</p>	<b>Clerk</b>
2	<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. No declarations were made.</p>	
3	<p><b><u>Minutes of the last meeting of 11/9/19</u></b></p>	
3.1	<p><b>Approval of the Minutes</b></p> <p>The minutes of the previous CFC Committee meeting held on 11/9/19 had been distributed to Governors in advance. It was <b>RESOLVED to ratify them following amendments noted to Item 6.</b> The Clerk undertook to bring an updated copy to the next meeting for signing.</p>	<b>Clerk</b>
3.2	<p><b>Actions Log</b> <b>From 11/3/19</b></p> <p><u>Item 11:</u> Attendance at clubs to be brought to Parents' Forum. MF stated that she has not received the data but that the Parents of Black Children Forum met this week for the second time. Both meetings were well attended by a variety of proactive parents, although not necessarily the same at both. The Forum is investigating other opportunities to engage those who cannot attend meetings but are keen to be involved, as well as the means to store and share minutes and other documentation. Terms of reference and training for the Co- Chairs was discussed.</p> <p><b><i>BS queried if there is clarity of purpose for the Forum.</i></b> MF stated that a pre meeting with HI took place to look at the previous terms of reference, to ensure the inclusion of BAME issues as well as, rather than instead of other issues, with a pupil profile focus. The Forum will be open to all parents, irrespective of whether they have a black child. MF undertook to forward the Forum terms of reference to RF.</p> <p><b>From 8/5/19</b></p> <p><u>Item 4.2:</u> Diversity Link Visit: - MF reported that she undertook the visit and will forward her draft report to RF for comment prior to circulation.</p> <p>Governors were asked to update the Clerk on any other actions they had completed.</p>	<p><b>MF</b></p> <p><b>MF</b></p> <p><b>Ctee members</b></p>

4	<b><u>Review and agree Committee Terms of Reference and 3 year Workplan</u></b>	
4.1	<b>Work Plan</b> Governors agreed that the current format of the work plan is useful. It was agreed: - <ul style="list-style-type: none"> <li>• The Clerk to update and roll the plan on so that 2018 / 19 becomes 2021 / 22</li> <li>• For 2020 / 21 move the survey to the autumn term, to be signed off in the spring term</li> <li>• BS to liaise with CM who had previously expressed an interest in the shaping of the survey</li> </ul>	<b>Clerk</b>  <b>BS / CM</b>
4.2	<b>Terms of Reference</b> It was agreed to recommend to the FGB that point 6.1 reads: 'To ensure that the school adopts an engagement strategy (including communication) which will encompass.....'  The Clerk undertook to update the terms of reference with this recommendation and circulate the document for ratification at the December FGB.	<b>Clerk</b>
5	<b><u>Parents' Forum</u></b>  RF reported that the Forum has not met for some time and no future meetings have been planned, although there is a Chair in place. It was noted that there are other opportunities for engagement available but that it would be useful to understand the obstacles to the Forum working; RF undertook to follow up on this with JL, who is the link person in school. it was also noted that there is currently no Chair of ILOF.  Governors agreed however that there is engagement with the Forum for Parents with Black Children and agreed that henceforth the item should be Parents' Forums. MF undertook to forward the minutes of the meetings so far to the Clerk for circulation to this committee.	<b>RF</b>  <b>MF</b>
6	<b><u>Stakeholder Engagement</u></b>  <b>Discuss survey changes for 2020 &amp; agree timeline</b> Governors discussed the value surveys can have in providing snap shot information for the Governing Body.  It was agreed <ul style="list-style-type: none"> <li>• to maintain the core questions for continuity and tracking and to have the option to tweak others from cycle to cycle</li> <li>• that it would be useful to specifically look at parental engagement and children's learning as there are many views that have not been previously accessed</li> <li>• minimise questions that require a professional judgement</li> <li>• have a focused connection with the SDP</li> <li>• review how the surveys are delivered to encourage maximum participation</li> <li>• the school should seek means to capture more information through other aspects of engagement</li> <li>• increase the visibility of the Governing Body</li> <li>• that the FGB should be consulted on the final questions</li> </ul> BS undertook to follow this up with CM.	<b>BS / CM</b>
7	<b><u>Review SDP Priorities for 2019/20</u></b>  <b>Role of Parent Forum in receiving parental feedback</b> Following on from previous discussions on the lack of Parent Forum meetings, RF undertook to circulate her the feedback received from JL to the committee.	<b>RF</b>

	<p><b>Diversity data</b> RF confirmed that the school currently has: Looked After Children (LAC) 0 Post LAC 7 ceased to be looked after through adoption Pupil Premium 14.65% whole school</p> <p>RF stated that 60% of the outgoing Y6 was PP. Governors discussed some of the challenges around Pupil Premium – apparent misconceptions of parents regarding ring fenced funding, how to increase applications and the impact of the erratic nature of funding (based on eligibility and applications) on budgeting.</p> <p>RF confirmed that the PP report is posted on the school website; the funding is largely used for the provision of more universal services such as the Learning Mentor, which may then be more targeted at PP children. RF undertook to investigate if there are other options for capturing the information needed to check parental eligibility.</p>	<p>RF</p> <p>RF</p>
8	<p><b><u>Equality</u></b></p> <p><b>Biennial focus on looked-after children and pupil premium children</b> This item had been discussed under Item 7.</p> <p><b>Receive report from Diversity link governor</b> MF undertook to forward her Link Report to RF for comment.</p>	<p>MF</p>
9	<p><b><u>Safeguarding</u></b></p> <p><b>Receive report from the Safeguarding link governor</b> The Clerk reported that CM has arranged a date with HI to undertake the Safeguarding visit and report back to the committee.</p>	<p>CM</p>
10	<p><b><u>Attendance</u></b></p> <p><b>Annual review of Register of pupils' attendance</b> RF advised that HI has responsibility for attendance; she collates the data and forwards it to class teachers for inclusion in parents' evening feedback. Currently class attendance is included in the newsletter, but HI is looking at other opportunities to report to parents.</p> <p>RF undertook to circulate the data from 2018 / 19, and that for autumn 2019. She advised that overall, attendance improved last year. HI and RF have met with Early Help, which is the service that includes what was previously the EWO and Family Support, in a Team Around the School (TAS) meeting to review the children who fall into the category of Persistent Absence (PA). The school is now receiving good support from this service.</p> <p>RF stated that absence can be due to family issues such as parental sickness. Where there are short term situations that impact on a parent's ability to bring a child to school, help can be provided in exceptional circumstances when alternative arrangements are not available.</p> <p>MF suggested that attendance and safeguarding could be possible future topics for the Parent Forums. Governors also discussed the value of reminding parents of the process to follow when their child is absent and how to highlight a forthcoming issue.</p>	<p>RF</p>

11	<p><b><u>Admissions</u></b></p> <p><b>Annual review of Register of pupils' admission</b> RF undertook to forward a breakdown of the admissions data including</p> <ul style="list-style-type: none"> <li>• Casual in year admissions</li> <li>• Groups data</li> <li>• The position regarding 3FE</li> </ul> <p>RF confirmed that Reception is full at 90 pupils and there is a mixture of 2FE (Y4 and Y5) and 3FE (remainder) across the school. A number of children have moved into the school.</p> <p><b><i>Governors asked if this is due to the anecdotal impact of Ofsted.</i></b> RF stated that currently Ivydale is perceived positively whilst some other local schools are struggling.</p>	RF
12	<p><b><u>Teaching School Review of Inclusion</u></b></p> <p>RF stated that the Teaching School is a collection of schools working collaboratively. Ivydale invited the Teaching School to carry out a review of inclusion which was undertaken by the Head and Deputy of Charles Dickens School and the Deputy of Cherry Garden prior to RF taking on the Inclusion Lead last year. They then returned this year to review progress on the agreed action plan. They were very positive of the model adopted at Ivydale and the impact that it has had on pupils; they have not provided a report but RF took notes of their verbal feedback. She undertook to forward the action plan when it is available.</p> <p><b><i>Governors congratulated RF on the positive feedback and asked how this will be reviewed in the future.</i></b> RF stated that it will continue to be subject to internal review process.</p> <p>In addition, RF stated that there will be a review of how top up funding for special needs can be used in the future and the viability of a base.</p>	RF
13	<p><b><u>Urgent Business</u></b></p> <p>There were no further items and the meeting concluded at 9:15am.</p>	
14	<p><b><u>Dates of Future Meetings</u></b></p> <p>4/3/20 10/6/20</p>	
	<p><b>Signed:</b>.....</p> <p><b>Date:</b>.....</p>	