

Minutes of the meeting of the Full Governing Body of Ivydale School, held at the school on Tuesday 24th September 2019 at 6:30pm

Present

Mr Alasdair Buckle (ABu)
Ms Lynne Gravatt (LG) (**Chair**)
Ms Suzy Kirk (SK)
Ms Catherine Mahony (CM)
Ms Jessica Skinns (JS)
Ms Anna Townsend (AT)

Ms Miriam Facey (MF) (**Vice Chair**)
Ms Helen Ingham (HI) (**Head**)
Mr Peter Lilford (PL) (**Vice Chair**)
Mr Bartley Shaw (BS)
Ms Kimberley Starke (KS)
Mr Rosh Wijayarathna (RW)

Also Present

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

<u>PART 1 Confidential Presentation</u>	
1	It was RESOLVED that this item would be discussed and recorded under Part 2 of this meeting.
<u>PART 1 Governor Business</u>	
2	<p><u>Apologies for Absence</u></p> <p>Due to the delay to the Acting Chair and Head's arrival it was RESOLVED that MF would chair the first part of the meeting. MF welcomed all present to the first FGB of the autumn term.</p> <p>The Clerk advised that apologies had been given in advance from Faye Rounding but that all other Governors were in attendance (pending arrival of LG and HI) and that the meeting was quorate; it was RESOLVED to consent to FR's absence.</p> <p>It was agreed to vary the agenda with items 3 and 5 being taken before item 1 then the remaining agenda items.</p>
3	<p><u>Declarations of Interest</u></p> <p>The Clerk advised Governors of the need to declare any interests for items on the agenda; Jessica Skinns reminded Governors of her previously declared interest in a confidential item. There were no further declarations made.</p>
4	<p><u>Election of Chair and Vice Chair</u></p> <p>Chair The Clerk sought nominations from eligible Governors for the position of Chair of Governors. LG volunteered to take on 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 2020.</p> <p>Vice Chair The Clerk sought nominations from eligible Governors for the position of Vice Chair of Governors. Following discussion it was RESOLVED to appoint MF and PL as Co Vice Chairs until the first meeting of the autumn term 2020.</p>

	Governors recorded their thanks to LG, MF and PL for their willingness to take on these positions.	
5	<u>Minutes of 25/6/19 and Actions Log</u>	
	<p>Approval Minutes of the previous meeting of 25/6/19 had been distributed in advance; it was RESOLVED that they were an accurate reflection of the meeting; a copy was available for the Chair to sign at the end of the meeting, to be retained by the Head.</p> <p>Action Log Governors reviewed the action log and noted actions recorded (attached). The Clerk undertook to update the Actions Log.</p> <p><u>Item 6: Uniform Changes</u> HI advised that information was sent to parents in both July and September; this issue will be the SLT's next priority.</p> <p><u>Item 7: SDP Priorities</u> It was agreed to defer this item to the December FGB.</p>	HI
6	<u>Governing Body Operation and Delegation of Functions</u>	
6.1	<p>Membership and Attendance</p> <ul style="list-style-type: none"> • Ratification of LG as LA Governor It was RESOLVED to ratify LG as the LA Governor, as nominated by the LA. • Vacancies - Parent / Co-opted Parent / Co-opted Staff . HI advised that the Parent Governor vacancies are in hand • Attendance Report: The Clerk advised that the meeting attendance information had been forwarded to the school for publication on the website. 	
6.2	<p>Committee Membership and Link Governor Roles It was RESOLVED that</p> <ul style="list-style-type: none"> • SK would take on the position of Chair of the Resources Committee • JS to take on the position of Chair of the Standards Committee for the autumn term • To defer the Link Governor role review to the December FGB 	Agenda
6.3	<p>Ratification of the committee Terms of Reference 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>	Clerk
6.4	<p>Code of Conduct The existing Code of Conduct had been distributed in advance; it was RESOLVED to ratify the document as presented. The Chair highlighted Governors fully embracing the importance of contributing.</p>	
6.5	<p>Governor Induction and Training LG undertook to organise the induction and training by email. Governors were encouraged to review the LA Governor Training offer and book on any appropriate courses.</p>	LG

PART 1 SUBSTANTIVE DISCUSSION

7	<p><u>Governing Body Survey</u></p> <p>BS referred Governors to the information gleaned from the school surveys (pupil, parent, staff) which had been circulated in advance.</p> <p>He stated that there had been some positive findings but that the results have to be viewed within the caveat of the low response rates. This will be addressed by the committee's review of both the surveys intent, process and content with the aim to make it more strategic, in line with the SDP. HI highlighted that the low response rate could be partly as a result of parents having already completed the Ofsted survey earlier in the year; the feedback of which was positive.</p> <p>BS advised that the results of the surveys were discussed in depth by the CFC Committee with RF providing an insightful perspective to the feedback received. The challenges highlighted included communication between the Leadership Team and parents, the changes to school uniform and Governor visibility. <i>JS highlighted that children feeling safe in the playground has always had a poor response rate and suggested that this issue would benefit from further analysis.</i></p> <p>HI advised that the Parent Engagement Strategy will be covered as part of the Peer Review process undertaken with other schools.</p> <p>Governors debated how visible they need to be and agreed that this would be brought up as part of the Link Governor visits to see where visibility could be highlighted. MF stated that she will be undertaking a Diversity visit this term and CM stated that she would be carrying out her Safeguarding visit. Governor attendance at Parent Forum meetings was encouraged. PL undertook to attend the next meeting.</p> <p><i>KS queried the Staff Survey results.</i> BS advised that the CFC Committee continue to analyse this data in order to better understand the reach, response and how to secure the best information.</p> <p>In addition, BS undertook to break the survey data down by year group for greater analysis.</p>	BS
8	<p><u>CFC Committee Feedback</u></p> <p>BS stated that the changes to the uniform debate had illustrated the need for a parent communication strategy. Governors supported the use of the Peer Review process to examine this; HI advised that they will also assist with creating an action plan for the school to work on.</p>	
9	<p><u>Safeguarding</u></p> <p>HI advised that the new Keeping Children Safe in Education (KCSIE) 2019 guidance was issued; Governors are requested to read (at least) Part 2 of the document and sign to confirm this. The Clerk undertook to bring a signing sheet to the next meeting.</p> <p>HI informed Governors that the school's Safeguarding Policy has been updated to reflect the revised KCSIE guidance.</p>	Clerk

10	<u>Urgent Business</u> There were no matters of Urgent Business. The meeting was closed at 9:00pm.	
11	<u>Date of next meeting and agenda items</u> Additional FGB 12/11/19 The dates of all meetings for 2019 / 2020 were distributed separately.	

Signed

Date