

Minutes of the Full Governing Body meeting of Ivydale School, held in school and via videoconference on Tuesday 28th September 2021 at 6:00pm

Present

Hamza Ahmed (HA)

Lynne Gravatt (LG) (**Chair**)

Dipalee Jukes (DJ)

Peter Lilford (PL) (**Vice Chair**)

Tom Tábori (TT)

Rosh Wijayarathna (RW)

Alya Ashraf (AA)

Helen Ingham (**Head**)

Simon Lam (SL) (until 7:00pm)

Jessica Skinns (JS)

Anna Townsend (AT)

Also Present

Nicole Galea – Clerk

Judith Lambert

<u>PART 1 Governor Business</u>	
1	<p><u>Apologies for Absence</u></p> <p>LG thanked Governors for attending the meeting, the first held in school since the Coronavirus pandemic. PL and the three Co-opted Governor candidates (HA, SL and TT) attended the meeting virtually and were also welcomed.</p> <p>Apologies for absence had been received in advance from Alasdair Buckle, Catherine Mahony, Faye Rounding and Bartley Shaw. Governors RESOLVED to consent to the absences. LG advised that Alasdair Buckle had also resigned from the Board with effect from this meeting. The Clerk reported that the meeting was quorate.</p> <p>It was then agreed to vary the agenda in order to consider the appointment of Co-opted Governors.</p>
7.1	<p><u>Membership and Attendance</u></p> <p>The three candidates withdrew from the meeting for the Board to consider their appointments based on the skills they could bring.</p> <p>The Clerk advised that there are currently 4 Co-opted vacancies: - two of which were historically ringfenced by the Board for an additional Parent with specific diversity or skills requirements and member of staff, Alasdair Buckle's resignation and an existing vacancy. Governors discussed that there is good representation of Parents on the Board in both the Parent and Co-opted categories and that it would therefore be beneficial to use one of the ringfenced vacancies at this time. Governors discussed the challenge of recruiting staff onto the Board and suggestions of how the staff voice could be encouraged.</p> <p>Governors were also reminded that there had been previous discussion on Co-opting JS when her term of office ends in November 2021, until the completion of the Working Party business.</p> <p>Following discussion it was RESOLVED</p> <ul style="list-style-type: none"> • to appoint Hamza Ahmed, Simon Lam and Tom Tábori as Co-opted Governors with immediate effect

	<ul style="list-style-type: none"> to appoint JS as a Co-opted Governor when her term as a Parent Governor ends on 30/11/21, noting that she would resign when the Working Party business is concluded. <p>HA, SL and TT returned to the meeting.</p>	
2	<p><u>Declarations of Interest</u></p> <p>LG advised Governors of the need to declare any interests for items on the agenda; no declarations were made.</p> <p>Governors were reminded to complete the annual Declaration of Pecuniary Interests and return it to the School Business Manager or Clerk.</p>	All Govs
3	<p><u>Election of Chair and Vice Chair</u></p> <p>The Clerk sought nominations for the position of Chair and Vice Chair of the Board. It was RESOLVED to re-appoint LG as Chair and PL as Vice Chair for the academic year 2022 / 2023, until the first Board meeting of the autumn term 2023.</p> <p>Governors thanked LG and PL for agreeing to continue in the role and for their continued commitment.</p>	
4	<p><u>Minutes of the previous meeting: 6/7/21 – Parts 1 and 2.</u></p> <p>Minutes of the meeting of 6/7/21 (Parts 1 and 2) had been distributed in advance. It was RESOLVED that they were accurate reflection of the meeting. LG undertook to sign the minutes for retention by the school.</p> <p>Matters Arising</p> <p>There were no further matters arising not picked up elsewhere on the agenda.</p>	LG
5	<p><u>Headteacher's Verbal Update</u></p> <p>HI noted that she has reflected on all that has been achieved within school over the past few weeks since the start of the new year. It has been nice to return to pre Covid 'business as usual' and with various aspects of the SDP already underway.</p> <ul style="list-style-type: none"> A new approach to INSET at the start of the year has been introduced with just one initial day used for staff to get the school back up and running and understand new guidance. The other day was taken 2 weeks later to cover safeguarding, sexual harassment and making a start on the forthcoming learning review. A new 10 minute 'soft' start to the day has been introduced to encourage a calmer and child focus approach. There has been good feedback from children and parents. Live collective worship has resumed. Pupils have adapted quickly and well to the return to sitting in the hall together. There is a welcomed return to a sense of the school as a community which was difficult to achieve during the pandemic. All 'meet the teacher' evenings and a secondary transfer evening have taken place. Pupils are now able to visit secondary schools in person. Nursery pupils have had home or virtual home visits and the opportunity for stay and play sessions. 	

- Reception is full and there is a waiting list. This is a very positive and different position to most other Southwark primary schools.
- The new Early Years baseline assessments, as discussed at Standards Committee, have begun. Feedback from staff is that because the test is carried out individually and online, it is time consuming with little clarity so far on the benefits.
- Much thought has gone into planning face to face engagement opportunities with parents. Curriculum events have been scheduled for the autumn term, HI and Ruth Fairclough met with a small group of parents to plan half termly information sessions as a replacement for the previous Parent Forum information events and there will shortly be a Library weekend at which parent volunteers will cover books.
- Within school, individual and group music sessions and after school clubs have resumed. Y5 travelled to a schools Cross Country competition but was the only school out of the 10 invited to attend.
- There is a stable staff team with no new joiners this year; there has been some sickness absence and some self isolation of unvaccinated staff. Classes have been re-organised this year but have quickly settled.
- The roof works that took place during the summer break at Bellwood did not solve the leaks and there was significant disruption following two recent downpours. This has resulted in internal damage to the recent repairs which will need to be addressed again when the work is completed. Southwark are responsible for the work and therefore, although it is inconvenient (both in the affected areas and in the playground due to the scaffolding), it does not impact on Ivydale's budget. Some scaffolding has already returned but the contractors believe that it is a different issue and have stated that no timescale for the work can be provided until more scaffolding has been erected. It has been a frustrating experience.

Governors asked the following questions:

How have parents responded to being back in school? HI stated that most parents are pleased to be a bit more involved in the school. Face to face Parents' Evenings have been planned for either side of the October half term.

What is the procedure now if a child tests positive for Covid-19? HI stated that if a child tests positive, they must self isolate at home; if the school thinks that a child is symptomatic and requires a PCR test, they should stay at home until the result is known. There is no requirement for the rest of the class to self isolate. There have been 4 individual cases across the school of pupils who have tested positive since the start of term.

Does the school know which members of staff have been vaccinated? HI confirmed that staff cannot be asked to provide this information. The advice from Southwark on whether unvaccinated staff should be paid for periods of self isolation, was to follow the school's Staff Absence Policy. Ivydale has adopted the LA model policy for this and most other staffing policies, but it does not specify this point. It was agreed that the Resources Committee would discuss this further.

How is the new Early Years Framework bedding in? HI advised that Jan Harply, EYFS Lead, spoke to Standards Committee regarding the new framework in the summer. Staff received lots of training from Southwark in the summer term and have adapted well to the new arrangements. The children had no experience of the previous framework so do not notice the change. Staff find an element of frustration with the new baseline assessments as they feel that it takes time away from opportunities for observations. In order to achieve as accurate an assessment as

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	<p>possible, schools are encouraged to complete the assessment as early as possible, before too much learning can take place.</p> <p><i>In what format does the school and Governors see the baseline information?</i> JL stated that there is a lack of clarity presently on how the information will be presented. It could be data which can then be used to inform practice and help tracking; more will be known when the information is made available. Ivydale has previously used an in house tracking system in EYFS.</p>	
6	<p><u>School Development Plan (SDP) 2021 / 2023</u></p> <p>HI had provided the SDP summary in advance. She stated that the four key areas introduced last year remain: -</p> <ul style="list-style-type: none"> • Diverse, decisive, distributed leadership • Positive relations with all • Exceptional wellbeing and development • Excellent teaching and rapid pupil progress <p>HI stated that many of the areas have been touched on already as part of the Head's verbal update and work has begun in school. The monitoring of each aspect of the SDP will be picked up within the committee structure and there will also be two large policies in need of review – Behaviour for Learning and the Equalities Policy.</p> <p>HI drew Governors' attention to page 3 of the document. She highlighted that the aim(s) and purpose of the committees in relation to the SDP had been drawn up three years ago and a review is now due. Governors discussed the role of the committees and agreed that each committee would review the document and feedback any amendments to the Autumn 2 FGB on 30/11/21.</p>	Ctees
7	<p><u>Governing Body Operation</u></p>	
7.1	<p>Membership and attendance</p> <p>The Clerk reported the following membership updates: -</p> <ul style="list-style-type: none"> • The election for a Staff Governor is in progress this term. • JS and AT's terms of office as Parent Governors are due to come to an end on 30/11/21. <ul style="list-style-type: none"> ○ JS will transfer to the Co-opted category until the Working Party has completed its project ○ There will be a Parent Governor election for the 2 vacancies in the second half of the autumn term <p>Governors discussed how members of the staff, particularly support staff could be encouraged to provide input to the Board or measures to make their engagement easier. It was agreed: -</p> <ul style="list-style-type: none"> • There would be a standing FGB item within the Head's Report on different aspects of the SDP and the person leading on that would be invited to attend either in person or virtually. • The committees would map out the members of staff that could be invited to attend a meeting (either in person or virtually) over the course of the year to enable the committee to receive a diverse range of voices. • Opportunities for greater engagement with staff to be built into the Link Governor roles 	<p>HI</p> <p>HI</p> <p>HI</p> <p>Clerk / Ctee Chairs</p>

7.2	<p>Code of Conduct</p> <p>The Clerk advised that it is good practice for Boards to review their code annually. Rather than adopt the National Governors' Association (NGA) Code of Conduct, the Board adopted a bespoke Code a number of years ago (circulated in advance). Following discussion, TT volunteered to review and compare both documents and report back to the next meeting; Governors agreed that they were happy to continue to abide by the existing document pending any recommendations for change.</p>	TT
7.3	<p>Governor Induction and Training</p> <p>LG stated that she would liaise with HI regarding the induction of the new Governors. She encouraged all Governors to attend appropriate training and highlighted the school's membership of the NGA and The Key for a range of governance information.</p> <p>HI confirmed that the school has bought into the Southwark Governor Training Package, the new Governors were encouraged to take up the Induction training. The Clerk undertook to inform Southwark of the appointment of new Governors and to ask for Induction training information to be forwarded.</p> <p>HI undertook to forward the sign up details for The Key and the NGA.</p>	<p>LG All Govs</p> <p>AA / HA / DJ / SL / TT</p> <p>HI</p>
7.4	<p>Governor Details</p> <p>HI undertook to ensure that the Get Information About Schools (GIAS) national database is updated to reflect the change in membership of the Board, that the requirement for DBS checks is carried out and that the school website is updated.</p> <p>Governors were asked to provide HI with a photograph for the website if they have not done so already.</p>	<p>HI</p> <p>All Govs</p>
7.5	<p>Governor Skills Audit</p> <p>The Clerk referred the Board to the updated NGA Skills Audit which had been distributed in advance. All Governors were asked to complete and return the document to the Clerk. The Clerk undertook to re-send the document and collate the responses.</p>	All Govs / Clerk
7.6	<p>Headteacher's Performance Management Review</p> <p>The Clerk advised the Board that the Head's Performance Review Panel should meet before the end of the autumn term. Governors discussed the membership of the Panel and the External Adviser.</p> <p>It was RESOLVED to retain the existing Panel membership of LG, FR and AT and to ask Nikki Tilson (School Improvement Adviser) to continue in the role of External Adviser. PL and RW volunteered to act as reserves to the Panel if FR is unable to do so.</p> <p>HI undertook to liaise with Nikki Tilson regarding dates, with the aim to meet before the end November 2021.</p>	HI
8	<p><u>Delegated Items</u></p>	
8.1	<p>Committee Structure and Membership</p> <p>It was RESOLVED</p> <ul style="list-style-type: none"> • To maintain the existing committee structure as shown in the Governance Map circulated • AA to join CFC Committee • HA, DJ and SL to join Standards Committee 	

	<ul style="list-style-type: none"> • TT to join Resources Committee 	
8.2	<p>Link Governor Roles Governors discussed the Link Governor roles including the suggestion of reorganising them as curriculum links. It was agreed that the committees would review the links appropriate to each committee and decide who would take responsibility.</p> <p>It was noted that CM had advised that she was happy to retain the Safeguarding Link Governor role.</p>	Cttee Agendas
8.3	<p>Review of Committee Terms of Reference The Clerk advised that the committees are required to review the terms of reference annually and present them to the FGB for ratification. It was agreed to have this as an item on each committee agenda and the November Board meeting.</p>	Cttee Agendas
8.4	<p>Committee Chairs and Working Party Minutes and Reports of actions It was noted that the committees had reported back to the summer Board meeting; there had been no further meetings. The report from the Working Party was received and recorded under Part 2: Confidential Items.</p>	
9	<p><u>DfE / LA Items</u></p> <p>The Clerk referred Governors to the London Governors' Autumn term newsletter distributed in advance.</p>	
9.1	<p>Safeguarding The Clerk referred Governors to the revised Keeping Children Safe in Education (KCSIE) guidance for 2021 that had been circulated in advance along with the Ofsted Review on Sexual Abuse in Schools. Governors were asked to email the Clerk to confirm that they had read at least Part 2 of the KCSIE document and understood their responsibilities.</p> <p>LG reported that the Ofsted Review of Sexual Abuse in Schools was raised at the recent Chair's meeting. HI reported that reference to this is included in the Safeguarding Policy and is also part of the Behaviour Review. Schools are encouraged to proceed on the assumption that it is happening. Governors were encouraged to read the report.</p>	All Govs
9.2	<p>Safeguarding Policy The revised Safeguarding Policy had been circulated in advance. Governors RESOLVED to ratify the policy as presented.</p>	
8	<p><u>Urgent Business</u></p> <p>LG confirmed that there were no other items of Urgent Business but that there were items of Confidential Business. The meeting concluded at 8:35pm.</p>	
9	<p><u>Date of next meeting and agenda items</u></p> <p>5/10/21 - Standards 13/10/21 - Resources 3/11/21 - CFC 16/11/21 - Standards 30/11/21 – FGB 7/12/21 – Resources</p>	

	It was agreed that the FGB meeting would take place in person, in the school and that committee meetings would be held virtually.	
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Signed

Date