

Minutes of the meeting of the CFC Committee of Ivydale Governing Body, held at the school on Wednesday 4th March 2020 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><u>Apologies for absence</u></p> <p>The Clerk advised that no apologies had been received in advance and that the meeting was quorate; the absence of Catherine Mahony was noted.</p>	Clerk
2	<p><u>Declarations of interest.</u></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><u>Minutes of the last meeting of 7/2/20</u></p>	
3.1	<p>Approval of the Minutes</p> <p>The minutes of the previous CFC Committee meeting held on 7/2/20 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.</p>	
3.2	<p>Actions Log</p> <p>It was agreed to defer the action log until the next meeting; <i>Governors were asked to update the Clerk on any actions they had completed by Friday 13th March.</i></p>	Ctee
4	<p><u>Parent Forum</u></p> <p>BS advised that HI had provided a brief report on a parent engagement session held on 28/2/20 on Relationships and Sex Education and school uniform. MF reported that she had attended the session; although well attended, she did not feel that it was truly representative of parental views and had focused mainly on uniform. She noted that there was a wide range of opinions voiced, but a lack of consensus and willingness to compromise. The agreement reached by those parents present was that HI should make the final decisions.</p> <p>Governors discussed the importance of ensuring that there is clear communication strategy to parents once the decisions have been made.</p>	SLT
5	<p><u>Stakeholder Engagement</u></p> <p>BS referred Governors to the revised Parent Survey and Staff Surveys which had been distributed in advance. He advised that both he and CM had reviewed them against the SDP for omissions. Questions have been grouped around the SDP headings for vision and mission of the school, some of which provide a better fit than others; the aim is to reinforce the purpose of the surveys with both sets of stakeholders. BS reminded Governors that the survey content will be reviewed again next year with the development of the SDP.</p>	

	<p>Parent Survey RF acknowledged that the changes in the Parent survey now provide a more explicit link between the survey and the SDP and stated that in the long term it would be beneficial to develop the surveys further, for greater use to the school.</p> <p>Governors discussed the value of anonymously collecting the demographic data of respondents. RF advised that the school uses a standard data collection pro forma and undertook to discuss this with HI.</p> <p>BS highlighted the following proposed changes to the Parent survey: -</p> <ul style="list-style-type: none"> • The role of the Governors in the development and design of the survey to be explicit by entitling it 'Governors' Survey of Parents' • Part 1 – Question 6 – expanded to cover 'how do we encourage children to want to do their best' • Part 2 – Question 6, additional free text space • Part 3A – Questions 14,15,16 reworded to more fully reflect the SDP and to include reference to pupils transferring to a new Key Stage, class or site and also to include a free text space • Part 3B – additional free text space <ul style="list-style-type: none"> ○ Governors discussed and agreed that this section should also include reference to parental understanding of the role and purpose of the GB. Furthermore, the responses to this to be subsequently discussed with HI with the intention of providing more information to parents via the newsletter etc on the work of the GB. <p>Staff Survey BS highlighted the following proposed changes to the Staff survey: -</p> <ul style="list-style-type: none"> • The role of the Governors in the development and design of the survey to be explicit by entitling it 'Governors' Survey of Staff' • A similar approach to that agreed for the Parents' Survey including free text spaces • Part 2 – Question 10 – Governors discussed the use of the word 'bullying'; 'treated with respect' was favoured and it was agreed that the exact wording would be confirmed • Part 3 to include staff understanding of the role and purpose of the GB • Part 3 to be evolved within the new survey next year. <p>Pupil Survey RF expressed the view that this is the least useful of the 3 surveys to the school but that it is important to find ways to capture pupil views. She stated that she has suggested to HI that a 'Citizens Assembly' is held in the 2nd half of the summer term. This would involve pupils visiting various stations set up around the hall; parents would be invited to attend and Governors could have a station at which they ask pupils their views and complete a questionnaire. Governors expressed their full support of the suggestion and FR volunteered to assist with this.</p> <p>It was agreed that the final draft of the surveys would be distributed by 18/5/20, subject to approval by HI.</p> <p>Governors thanked BS and CM for their work on the surveys and RESOLVED to agree with the changes made.</p>	<p style="text-align: center;">BS / HI</p> <p style="text-align: center;">BS</p> <p style="text-align: center;">RF / FR</p>
6	<p><u>Communication</u></p> <p>BS drew Governors' attention to the revised final version of his Link Governor report which had been circulated in advance. He noted that he will build on the role in future visits.</p>	

	<p><i>MF asked if there has been any feedback from the Peer Review on Parental Engagement.</i> RF stated that the review was very positive about the school but there are no outcomes to report so far. RF undertook to forward the Peer Review report.</p> <p>RF advised that an example of Parent Engagement was that HI had attended the Parents of Black Children's forum on 20/11/20 which had discussed communication at Ivydale including the website etc.</p>	RF
7	<p><u>Diversity</u></p> <p>MF stated that she had some outstanding questions to follow up on with RF but would finalise her report before the next committee meeting.</p>	MF
8	<p><u>Safeguarding</u></p> <p>It was noted that this visit and report had not yet been completed; BS undertook to liaise with CM with the aim for this to be completed for the summer term meeting.</p>	BS / CM
9	<p><u>Extended Services</u></p> <p>RF reported that she has access to the data on attendance at Clubs and the After School Club by groups .</p> <p>It was agreed that</p> <ul style="list-style-type: none"> • RF to forward the data to the committee • MF to include the data in her Diversity Report • To defer the discussion on this item to the next meeting 	RF MF Agenda
10	<p><u>Complaints</u></p> <p>BS referred Governors to the Complaints Policy flow chart which had been distributed in advance.</p> <p>Governors discussed the presentation of the document and the context of the message that appears on the school website. It was noted that there is a weighty policy that stands behind the flow chart and that this should also be subject to review.</p> <p>Governors discussed the document and suggested that</p> <ul style="list-style-type: none"> • the annual pack of documents sent out to parents in the autumn term includes a reminder of the complaints process • the flow chart to be reviewed to bring it more in line with other documents published on the website • RF to follow up with HI on the location of the full policy. <p>Furthermore, it was agreed that there should be a review of the information that is available to parents on the website.</p>	SLT HI HI
11	<p><u>Increased Governing Body Cohesion</u></p> <p>Governors discussed the proposal made at the previous meeting to hold an offsite training / social event. It was agreed to delegate this to the FGB for further discussion.</p>	Clerk
12	<p><u>Urgent Business</u></p> <p>There were no items of urgent business and the meeting concluded at 9:15 am.</p>	

7	<u>Dates of Future Meetings</u> 10/6/20	
	Signed:..... Date:.....	