

## Minutes of the meeting of the Full Governing Body of Ivydale School, held at the school on Tuesday 3<sup>rd</sup> December 2019 at 6:30pm

### Present

Mr Alasdair Buckle (ABu)  
Ms Carol Frazier (CF)  
Ms Helen Ingham (HI) (**Head**)  
Ms Catherine Mahony (CM)  
Ms Jessica Skinns (JS)  
Mr Rosh Wijayarathna (RW)

Ms Miriam Facey (MF) (**Vice Chair**) (left 8pm)  
Ms Lynne Gravatt (LG) (**Chair**)  
Mr Peter Lilford (PL) (via phone)  
Ms Faye Rounding (FR)  
Ms Anna Townsend (AT)

### Also Present

Nicole Galea – Clerk  
Judith Lambert – Deputy Head

<b><u>PART 1 Governor Business</u></b>		
<b>1</b>	<p><b><u>Apologies for Absence</u></b></p> <p>The Clerk reported that apologies for absence had been received in advance from Suzy Kirk, Bartley Shaw and Kimberley Starke; it was <b>RESOLVED</b> to consent to these absences. In addition, the Chair reported that Peter Lilford had requested to attend the meeting via a telephone link; it was <b>RESOLVED</b> to agree to the request. The Clerk advised the meeting was quorate.</p>	
<b>2</b>	<p><b><u>Declarations of Interest</u></b></p> <p>The Clerk advised Governors of the need to declare any interests for items on the agenda; Governors were reminded of Jessica Skinns previously declared interest in a confidential item. There were no further declarations made.</p>	
<b>3</b>	<p><b><u>Minutes of 12/11/19 and Actions Log</u></b></p>	
	<p><b>Approval</b> Minutes of the previous meeting of 12/11/19 had been distributed in advance; it was agreed to defer them to the spring term meeting.</p> <p><b>Action Log</b> It was agreed to defer this until the spring term meeting.</p>	<b>Agenda</b>
<b>4</b>	<p><b><u>Governing Body Operation</u></b></p>	
<b>4.1</b>	<p><b>Membership</b> The Chair welcomed Carol Frazier as the newly elected Parent Governor and led a round of introductions.</p> <p>The Clerk advised that there remain 2 Co-opted vacancies which have been ring fenced for a Parent with specific skills or to fill a diversity gap and for a further member of staff.</p> <p><b>Co-opted Parent vacancy</b> – HI advised that there was much parental response to the election with 3 candidates standing, all with useful skills sets. It was agreed that HI would speak to the runner up and ask if they would be interested in standing for the Co-opted vacancy, and, if so, come to the start of the spring term meeting to meet Governors.</p>	<b>HI</b>

	<p><b>Co-opted Staff vacancy</b> – HI stated that the GB has always aimed to encourage a balance on the Board in terms of teaching and support staff, it would therefore be good to secure a member of the support staff for this vacancy to ensure full representation. HI undertook to follow up on this in advance of the spring term FGB.</p>	HI
4.2	<p><b>Committee Terms of Reference</b> The draft committee terms of reference had been circulated in advance from the CFC, Resources and Standards Committees. It was <b>RESOLVED</b> to ratify them as presented.</p>	
4.3	<p><b>Link Governor Roles</b> HI proposed a return to an earlier practice of a set day per term on which Governors visit as it is more practical for the school to have a number of Governors attending at the same time. The expectation (as included in the Code of Conduct) would be for Governors to make at least one visit per year. Governors supported the proposal. The following dates were agreed for morning visits: - 15/1/20 13/3/20 20/5/20 3/7/20</p> <p>The following Link Governor roles were also agreed: -</p> <ul style="list-style-type: none"> <li>• EYFS – RW</li> <li>• Wider Curriculum – JS</li> <li>• Pupil Premium - SK</li> </ul> <p>The Clerk undertook to update the calendar of meetings and Governance map, to be circulated with the minutes.</p>	Clerk
4.4	<p><b>Governor Skills Audit Analysis</b> The skills audit had been circulated in advance; it was agreed that Governors would complete the form and return it to the Clerk prior to the spring term meeting for collation.</p>	All Govs
5	<p><b><u>Headteacher's Report</u></b> HI referred Governors to her report which had been circulated in advance. She reported that it reflects the changes in the new Ofsted framework and moving forward, it will become the new Self Evaluation document. She highlighted the following areas of the report: -</p> <ul style="list-style-type: none"> <li>• All teaching and learning assessments will be completed by the end of this week and the data will be discussed at the spring term Standards Committee meeting.</li> <li>• A new approach to writing assessment and moderation has been introduced. The trial is going well and is proving to be data rich, it will be further discussed at the Standards Committee.</li> <li>• A successful INSET on the Wider Curriculum was held with a focus on the key skills needed for knowledge and vocabulary which is less subject / topic specific and more of the 'tier 2' vocabulary such as 'research, evaluate, explain'. These concepts are built in across the school to enable progression over time. Pupils are also learning facts and knowledge that they can link back to previous topics and the school is working on developing 10 key facts that children need to remember over time.</li> <li>• The focus of Subject Leaders is on their action plan and the cycle of improvement</li> <li>• Across the school there is a focus on teaching and learning</li> </ul>	<p>Stds Ctee</p> <p>Stds Ctee</p>

	<ul style="list-style-type: none"> <li>For the first time in many years no resignations have been received from substantive teachers, one teacher will commence maternity leave in 2020 and there has been a change in Stage 1 SENCo</li> </ul> <p>Governors asked the following questions: -</p> <p><b>PL asked why given the importance of the school's financial position, it is not covered by the report which is a formal retained document.</b> HI stated that so much of her time and that of Governors has been consumed by the financial position this term that she took to opportunity to rebalance the focus onto other areas of the school.</p> <p><b>CM noted that it is good to have a detailed account of all the brilliant things going on in school but asked to what extent are the financial concerns taking time away from the running of the school and what has been the impact on HI</b> HI stated that it is having a huge impact and because the school day is so unpredictable and no one else can pull the information required together, it cuts into her out of school time. The two Deputies are being required to act more as Heads of Schools. Although not ideal, it is manageable in the short term but not sustainable in the long term as each have clear roles. LG added that HI is also doing a significant amount of work on the information required by the LA for the proposed restructure.</p> <p><b>CM asked if there is any other support that HI could benefit from.</b> HI stated that currently she ringfences Friday morning to work from home in order to work on the sensitive information she cannot do in school, she may need to increase this to 2 half days if this level of additional work continues.</p> <p><b>JS asked for further information on the peer review into parental engagement.</b> JL stated that the focus for the peer review came from the SDP. The school is working on a policy to make parental engagement as positive as possible and on the most appropriate topics – on the things that matter to pupils and help parents support their child's learning. SLT have talked to parents in the playground, to teachers, office staff, a focus group (of which some participants were targeted). In addition, a facilitated workshop was held the week after the review by a senior member of the team who was not present for the review to look at the way forward and draft an action plan. It was a positive experience, looking at streamlining information. The Action Plan when completed will be presented to CFC Committee</p> <p><b>CM queried if the school had any learning points from the last parental communication regarding the school uniform.</b> JL stated that it had highlighted that the school needs to be clearer in its communication on whether it is providing information on an issue, seeking parental views as part of a consultation or as part of a decision making process. Sometimes parents must trust the school to make the right decision for all pupils. JL confirmed that the school uniform issue will be included on the agenda for the spring term CFC Committee meeting.</p> <p>There were no further questions and Governors thanked HI for her report.</p>	<p>CFC Ctee</p> <p>CFC Ctee</p>
6	<p><b><u>SDP Priorities</u></b></p> <p>HI referred Governors to the SDP Priorities included in her report from the Governors' perspective. She stated that the priorities and objectives lead to action plans for individual areas of the school which, in turn can be picked up by Governors as part of their visits. The priorities also serve to identify CPD needs and other activities which drive the priorities forward – for example the peer review into parental engagement which will be fed back to CFC Committee.</p>	

	<p><b>JS asked what other activities could be identified from the priorities.</b> HI stated that there could be other training needs identified – for example, for middle leaders. The school is only entitled to one peer review annually but the Teaching School provides advice from leaders in Education for example on options for the way Inclusion is organised moving forward.</p> <p><b>AT noted that the number of pupils on the SEN register has fallen slightly and asked if this was in relation to pupils with an EHCP or across all SEN needs.</b> HI stated that it is across all needs. She added that there has been a big focus over the last 12 months on the identification of SEN needs and so there are many more children who are in receipt of interventions but are not formally on the register. The school has recently been advised that the number of EHCPs will increase by 5 by 1/4/20 and so this data is only ever a snapshot.</p> <p><b>CM commented that the evidence to support the work of the priorities does come to Governors – it was very useful for the CFC Committee to review the Behaviour data this term.</b></p> <p>Governors thanked the Head for the useful information.</p>	
7	<p><b><u>Deficit Recovery Plan</u></b></p> <p>For the benefit of CF, LG provided a brief summary of the school's financial position, which the school and Governors consider is due to the realities of opening a second site rather than due to financial mismanagement. LG highlighted that the LA is applying more pressure on the school to address the deficit and take greater action; Governors must therefore make decisions on the way forward.</p> <p>LG then referred Governors to the financial analysis report which had been circulated in advance, noting that it includes a detailed account of Ivydale's finances over the past 4-5 years in an exercise to unpick the positions both of where the school is now and that of the second site – including: -</p> <ul style="list-style-type: none"> <li>• the costs directly attributable to Inverton, related back to the position had the school decided to remain at 2FE</li> <li>• the future projections of remaining 3FE</li> <li>• the future projections of increasing to 4FE in the future</li> </ul> <p>In the main, the discussion was held and recorded under Part 2: Confidential Items; the following was agreed as non confidential: -</p> <p><b>MF referred to page 8 and asked if the forecasts could be shared with the LA and if some of the recommendations made could be taken on board.</b> LG and HI confirmed the following: -</p> <ul style="list-style-type: none"> <li>• School Business Manager had already begun drafting a 5 year plan and has come to similar conclusions regarding the increasing deficit</li> <li>• the school is undergoing a rolling programme of restructuring</li> <li>• The LA has been asked to provide benchmarking data to show how alternative models could prove to be more efficient</li> <li>• HI is meeting with the Head of another split site school within Southwark</li> <li>• SFVS shows that Ivydale's staffing spend is within the average range for similar schools (without taking the split site into account); this is different to the LA benchmarking data</li> </ul> <p>Governors noted that Ivydale's popularity has been boosted since expansion with the successful inspection and the 30 hour Nursery offer.</p>	

	<p><b>Governors asked what additional income streams were being pursued.</b> HI stated that the LA's initial proposal re an SEN base has not materialised and when asked about other possibilities, Mr Segarty has stated that it is for the Governors to seek additional income streams. Governors supported the suggestion that the GB formally write to the LA to ask for their recommendations of where to source additional income streams.</p> <p>HI advised that the Director of Education has requested her attendance at a meeting on 10/12/19 to draw a line under the financial situation and move forward. Governors supported the proposal that LG also attends the meeting as the GB representative, in line with all other meetings with the LA regarding finance.</p>	<b>LG</b>
<b>8</b>	<p><b><u>Urgent Business</u></b></p> <p>There were no other matters of Urgent Business. The remainder of the meeting was recorded under Part 2: Confidential Items.</p> <p>The meeting closed at 9:05pm.</p>	
	<p><b><u>Date of next meeting and agenda items</u></b></p> <p>FGB 31/3/20</p>	

Signed  .....

Date 23/09/20 .....