

Minutes of the meeting of the CFC Committee of Ivydale Governing Body, held at the school on Monday 11th March 2019 at 7:45 am.

Present:

Miriam Facey (MF)
Faye Rounding (FR)

Helen Ingham (HI) (**Head**)
Bartley Shaw (BS) (**Chair**)

Also Present

Nicole Galea – Clerk

1	<p><u>Apologies for absence</u></p> <p>No apologies had been received in advance; the absence of Rosh Wijayarathna was noted (apologies were received following the meeting). The Clerk advised that the meeting was quorate.</p>	Clerk
2	<p><u>Declarations of interest.</u></p> <p>The Clerk reminded Governors of the need to declare any interests for items on the agenda. No declarations were made.</p>	
3	<p><u>Election of Chair</u></p> <p>The Clerk sought nominations for the position of Chair. BS volunteered to Chair the committee until the first meeting of the autumn term 2019. Governors thanked BS and RESOLVED to appoint him as Chair.</p>	
4	<p><u>Minutes of the last meeting of 25/6/18</u></p>	
4.1	<p>Approval of the Minutes</p> <p>The minutes of the previous CFC Committee meeting held on 25/6/18 had been distributed to Governors in advance. It was RESOLVED that they were an accurate reflection of the meeting.</p>	
4.2	<p>Actions Log</p> <p><u>Item 4: Draft Work Map</u> BS noted that the committee had discussed the suggestion to open one meeting up to visitors / parent groups under the 'Communication' item to address the wish expressed by some parents for LGBT and Black Parents' forums but that this was not included in the version of the work map circulated. HI stated that one of the SENCo's had unsuccessfully tried to establish these groups as an online forum.</p> <p>It was RESOLVED to include this as an item when the workplan is reviewed in the autumn term. MF volunteered to be the Diversity Link Governor and to take this item forward.</p> <p><u>Item 6: Parent Survey data</u> HI confirmed that the data had been compared to that of the previous year; she added that she is currently comparing that data to Parent View (both this year and last).</p> <p><u>Item 6: Pupil Feedback</u> HI confirmed that the pupil feedback to the School Council took place in the summer term.</p> <p><u>Item 6: Standards Committee</u> HI confirmed that the review of CPD has taken place.</p>	<p>Aut agenda MF</p> <p>HI</p>

	<p><u>Item 8: FBV / FGM</u> HI confirmed that as a safeguarding issue, FGM sits with this committee and FBV receives an appropriate amount of attention from the Standards Committee.</p> <p><u>Item 9: Pay Committee</u> HI confirmed that the Pay Committee will review the workforce census.</p> <p>There were no matters arising not covered elsewhere in the agenda.</p>	Pay Ctee
5	<p><u>Review terms of reference and work plan</u></p> <p>It was RESOLVED to ratify the work plan and to recommend the adoption of the TOR with no changes at the Spring term FGB meeting.</p>	Clerk
6	<p><u>Parents' Forum</u></p> <p>Minutes of the Parents' Forum meeting of 13/11/18 had been circulated. HI reported that there had been a follow up meeting this term which LG had attended as a representative of the GB; the minutes will be circulated when available.</p> <p>HI reported that the November meeting was very well attended (including 3 Governors) and focused on the school's financial situation. Parents were on side re: the national and local picture. The issues identified were :-</p> <ul style="list-style-type: none"> • national circumstances • Ivydale specific circumstances – the discussion resulted in many income generation suggestions which are being considered by the Resources Committee and lead to initial discussions on the use of direct donation by parents • Southwark specific items – this centred largely on the impact of the provision of universal free school meals in Southwark primary schools. It was noted that the funding of this impacts on the general level of funding available across the borough; some parents would be willing and able to contribute towards this cost. HI stated that some local councillors are also beginning to question the sustainability of this decision. <p>It was noted that JL will be presenting on the delivery of the wider curriculum at the next Forum.</p>	
7	<p><u>Equality – appoint Diversity Link Governor</u></p> <p>Following on from discussions under Item 4.2 on the work map; MF confirmed that she was willing to take on the Link Governor role for Diversity. MF suggested that it would be beneficial to have a greater understanding of the expectations of Link Governor roles. HI suggested that this be raised at the next FGB given the significant number of new and recently appointed Governors.</p>	MF FGB
8	<p><u>Receive Report from Safeguarding Link Governor</u></p> <p>HI reported that SB completed a Safeguarding visit in summer 2018; this should be carried out at least annually. BS noted that RW has taken on the Safeguarding Link Governor role and volunteered to follow up with RW to arrange a visit.</p> <p>[Post meeting note – Catherine Mahony was appointed to the CFC Committee and took on the Safeguarding Link Governor role at the FGB on 19/3/19].</p>	BS / RW CM

<p>9</p>	<p><u>Communication</u></p> <p>HI reported that the school is in the process of designing a new school website in house. Unfortunately the going live date of the new site has been delayed due to issues with LGfL - the holders of the domain name for the existing website but thankfully this was not raised as an issue by Ofsted. The school's concerns with LGfL extend beyond the website delays and so alternative providers are being considered. The new website will be fairly static and therefore require less updating but will include links such as HI's daily tweet. Governors noted that the website is an important source of information for parents and prospective parents. HI confirmed that the website should be available by the end of this term and will provide an update to the next meeting.</p> <p>BS agreed to continue as the Communication Link Gov and undertook to visit in the summer term.</p> <p>HI reiterated the discussion under Item 7 regarding the need to review how Link Govs are used / visit; she suggested that there may be value in marrying Link Govs with FGB needs / priorities. It was noted that with 3 potential Co-opted Governors attending FGB it would be useful to assign them to Link roles if appointed.</p>	<p>HI</p> <p>BS</p> <p>FGB</p>
<p>10</p>	<p><u>Stakeholder Engagement</u></p> <p>HI reported that the surveys (pupil / parent / staff / Gov) are outsourced to a local company for a relatively small cost and suggested that this should continue as it provides valuable year on year analysis and there is limited capacity for this task in school. She stated that the questions asked can be tweaked to reflect a particular school focus and respondents have the use of free text boxes.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • BS to liaise with JL re setting dates for surveys • Raw data to go to HI to be depersonalised • Data then to come to CFC to produce a report to go to FGB followed by circulation to parents by the end of the summer term • To hold an additional CFC meeting on 20/6/19 to pick up on items that were missed due to the non quorate autumn term meeting and to address the surveys. 	<p>BS</p> <p>HI</p> <p>Ctee</p>
<p>11</p>	<p><u>Extended Services</u></p> <p>Governors reviewed the data provided in advance on attendance for extra – curricular activities, broken down by year group and groups (gender, ethnicity, PP and SEN). HI stated that many Ivydale pupils are fortunate to be able to access provision both inside and outside of school, her focus is on those pupils who are not in this position and provide opportunities in school through a mix of lunch and after school sessions. She stated that the move to an automated sign up system has reduced the administrative burden in school and to counter a bias towards the more 'switched on' parents, PP families are given priority access and one free club. It was noted that there are no particular capacity issues at present but session take up is very quick; different booking release times have also been trialled to suit the needs of different families. Some clubs have a 10 week duration, others for a year; some rotate across year groups.</p> <p>Referring to the data, HI stated that the aim is for an even level of participation, mirroring the percentages of the school population. Ivydale is boy heavy but overall the percentage of participation is level. Governors discussed that pupils access external provision for a number of reasons, others may enjoy 'unscheduled' time. HI stated that in future she would provide a breakdown of all clubs by gender and</p>	

	<p>undertook to analyse the breakdown by ethnicity by each club to analyse the current disparity and investigate whether alternatives need to be considered to achieve a more balanced take up. It was noted that there was little disparity for SEN and PP pupils.</p> <p>It was agreed that:-</p> <ul style="list-style-type: none"> • HI to circulate further data • HI / SLT to further analyse the data provided – including breakdown of clubs by lunch / after school, all clubs by gender and ethnicity • MF as Diversity Link to bring up extra – curricular take up with Parents Forum • HI to see if Ruth still has the last engagement survey which asked pupils about their views on clubs 	<p>HI HI MF HI</p>
12	<p><u>Policies</u></p> <p>Attendance and Punctuality Policy</p> <p>The draft policy had been distributed in advance. HI stated that the biggest attendance issue for the school currently is the increase in unauthorised absences related to term time holidays; this fact was shared with the Ofsted Inspectors. She advised that despite the deterrent of fixed penalty notices attendance remains at the local and national level due to these absences.</p> <p>HI reported that the school works with charities who provide a small number of holidays for vulnerable families which are usually in term time and are authorised. However, a number of affluent families extend the school holidays for trips abroad which are unauthorised. She confirmed that parents are asked the reason for the absence. The school is required to complete time consuming admin for the fixed penalty notice but it is the LA which receives the proceeds.</p> <p>Colour coded attendance data by class is published in the newsletter to increase parental awareness and SLT are looking at ways to build the messages around attendance into the values based education system in place.</p> <p>HI confirmed that punctuality is not a major concern and was not raised as an issue by Ofsted.</p> <p>It was RESOLVED to ratify the policy as presented.</p>	
13	<p>Dates of Future Meetings</p> <p>8/5/19 – 7:45 am</p> <p>20/6/19 – 7:45 am</p>	
14	<p>Urgent Business</p> <p>There were no further items and the meeting concluded at 9:10am.</p>	
	<p>Signed:.....</p> <p>Date:.....</p>	