

**IKB Local Governing Body
Meeting
15th June 2017
6 pm at IKB School**



Minutes

MEETING TITLE	IKB Local Governing Body Meeting
DATE OF MEETING	15 th June 2017
MEMBERS PRESENT	India Appoo (IA), Debbie Gibbs (DG), Sandra Harris (SH), Chris Trout (CT) – Chair, Nilani Venn (NV), Danny Wilkinson (DW), Sue Holdaway– Clerk
MEMBERS NOT PRESENT	Roger Dunster (RD), Tracy Wadsworth (TW)
DATE OF NEXT MEETING	Friday 7 th July 8.30 am – 1.30 pm at the Bristol & Bath Science Park Dirac Crescent, Emersons Green, Bristol BS16 7FR

Executive Summary

1. The results of the parental survey were analysed and scrutinised. There will be a further discussion at the Away session in July.
2. Data presented by DW regarding student progress was discussed and questioned by governors.
3. RD had reviewed the action plan as a result of the safeguarding review carried out by Colin Cattanach. A discussion followed regarding the single central record.
4. DG circulated an Ofsted visit action plan. A governor test experience has been offered by Matthew Cottrell.

		Action
1.	Welcome and Apologies - Quorum	
	All were welcomed to the meeting. The meeting was quorate. Apologies were accepted from RD and TW. There were no declarations of interest.	
2.	Governance Issues	
	<ul style="list-style-type: none"> • Outstanding skills audits and training certificates were requested. • RD has been booked on an Inter-Agency safeguarding training course on the 3rd July. 	
3.	Minutes of previous Meeting 11th May and Matters Arising	
	The Minutes were agreed as an accurate record of proceedings.	

<p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p> <p>3.11</p> <p>3.12</p>	<p>A message had been sent to placement organisations for governor nominations. There have been no responses to date.</p> <p>Clerk will chase any outstanding skills audit forms.</p> <p>Clerk to send information to DW regarding attendance and declarations of personal and business interest.</p> <p>NV carried out a student voice exercise on the 14th June. Results to follow.</p> <p>DG to look at MAT framework for Ofsted.</p> <p>RD will be invited to the next wellbeing meeting. Future activity dates include a celebration assembly on Thursday 20th July at 12.05 and the 4th July evening for new parents of Year 10 students at 6 pm.</p> <p>RD had come into school to review the actions from the safeguarding review.</p> <p>Risk register discussed.</p> <p>The agreed Home School Agreement will be included in the pack for new parents/carers on the 4th July.</p> <p>Risk register to be discussed regularly at LGB meetings.</p> <p>Policies Agenda item 10.</p> <p>Parental survey had been completed. NV asked about the response rate which was 38 out of 144. It was noted that the returns in Years 11 and 12 were not as strong.</p>	<p>Clerk</p> <p>Clerk</p> <p>DG</p>
<p>4.</p>	<p>Chair of Governors verbal report</p>	
	<p>The Chair highlighted items from May Trust Board Meeting:-</p> <ul style="list-style-type: none"> • The situation at SBL with regard to an Interim Principal. • Matthew Woodville did a presentation on vision and the staffing review at Wellsway. • Congratulations to Aspire on their “Good” Ofsted report. • The Board were shown the latest version of the Scheme of Delegation in a draft format. • A reserves waiver was agreed for one year. <p>CT showed a number of slides depicting the results of the parental survey. The most important factors for parents were:-</p> <ol style="list-style-type: none"> 1. Their child achieving the best qualifications possible. 2. Their child being safe in school. 3. Having experienced and specialist teachers. 4. A strong focus on STEM. <p>At the other end of the spectrum parents/carers considered the least important items were SMSC development, the national league tables and the provision of subsidised transport.</p> <p>These figures were referenced against governors’ views and across the key stages. The slides will be discussed further at the Away session. NV requested the full questions to go with these slides.</p> <p>NV felt it would be interesting to ask students why they came to IKB. DG agreed, particularly for Sixth Form where students might have more</p>	<p>CT</p>

	<p>independent say on where they receive their education. It was noted that the word of mouth recommendation for the school is growing.</p> <p>CT advised parents that the LGB will report back on the survey findings in the autumn term.</p> <p>LGB effectiveness – 20 questions. CT scored the priorities and provided data to the meeting. The Clerk was aware that Trust HR was planning to carry out a staff survey and would try to ensure there was no overlap.</p> <p>NV asked if the work experience element could be covered, perhaps as a separate item.</p> <p>NV asked when the summer examination results will be available. It was agreed that DG would send out a digest to governors after the two sets of results.</p>	DG
5.	Finance Update	
	<p>DG advised that there had not been much change within the May management accounts. The bottom line is a forecast surplus of £41,000 by the end of the year. A much larger surplus was originally forecast, but the largest single item of change is the DfE clawback. There have also been additional costs which the school has no control over in relation to premises staff, admin staff, catering, maintenance, cleaning, rates and insurance totalling approximately £50,000. As well as teaching/support staff, exam invigilators and exam fees. The Buglar bus has cost £36,500 this year. There are fewer students on the bus now as Years 11 and 13 have left, so the school is using a taxi service to cut costs. DG said the school has a very good finance officer in place who is helping to scrutinise each line of the budget. SH asked if the school is expecting to go back to Buglar? They were the cheapest a year ago and have provided a good service so would be worth approaching again.</p> <p>Current reserves are approximately £169,000 in total.</p> <p>The budget will be incredibly tight next year. The school desperately needs, but cannot afford, a member of admin staff to support the leadership team and attendance. PE is managing attendance well, but picking up the detail and phoning home would make a huge difference.</p> <p>DG also wanted to allocate funds for TLRs in Science and Design Technology to keep up with schemes of work, resources, etc. Without this the collective work of being in a team is not in place. Equipment and resources in these teams has been cut to the minimum.</p> <p>DG was disappointed that one of the latest draft budget versions with a deficit for £14,000 had been taken to the Board. As reserves will be stopped for one year, this will equate to an increase in funding of £29,000, ie a net result of a surplus. The budget will be reviewed again in September once actual student numbers versus planning numbers are known.</p>	

	DW joined the meeting 7.20 pm	
6.	Principal's Report	
	<ul style="list-style-type: none"> • DG had been impressed by student conduct over the examination period. • The student in Year 10 with an EHCP has a pathways referral on the back of a review. If she stays on roll, the school will be looking for every opportunity for success in the examinations. The pupil referral unit works with students with an EHCP. • There is an employer partners' event on the afternoon of the 12th July. Employers will have an allocated time with a group of Year 10 students and then the group will move to the next employer. DW will ask Clare to organise for CT to welcome the employers to the event. • DW circulated a data review document and explained the content. This document contained the final predictions for Year 11. After the examinations this data will be checked against actual results for accuracy. Governors were already aware from KS2 entry that this is a weak cohort, but attainment 8 is currently predicted very close to the national average. CT asked how we will look at these results against our own targets. In September we will review the ambitious and aspirational targets set against these results. <p>IA joined the meeting at 7.30 pm.</p> <p>DW explained that PP students have made more progress than non PP students over the previous 2 years so the gap has closed. IKB is predicting a positive PP score. SEND students, however, are not performing as well as IKB would like in terms of progress. The figure was positive until Review 5 but the impact of one student dropping by a grade has changed the average.</p> <p>Year 10 figures are reported as preparations are in place to start making predictions for Year 11 in September. This is a higher ability year group. In the context of studio schools nationally and being part of the WMAT with some good publicity, the school is seeing students wanting to join this school, not just wanting to leave their existing school. IA pointed out that there are some very bright female students in Year 10.</p> <p>There was a discussion regarding trends over the course of the year. The rigorous assessments/mocks can be a shock to some students at the start of the year. The predictions are based on anticipated results in a year's time. Again PP students are making progress. There are two SEND students, one of which has an EHCP. CT asked if Year 10 were getting current and predicted grades. Yes and flight paths from now onwards.</p> <p>Attendance in KS4 is 92% which needs improvement. The current Year 10 attendance is higher and, if it continues, may improve attendance figures. The aim is 95%. The school will look closely at six students, one on medical grounds, one with an EHCP on a part-timetable and four</p>	<p>DW</p> <p>DG/DW</p>

	<p>which will be pursued through the system of fines, etc. IKB will also look at soft ways of managing attendance e.g. rewards.</p> <p>There has been a slight increase in poor behaviour in Year 10 regarding communication, responding to adults, etc. The school is monitoring this and will be looking at role models from September. DG was asked if the school has a buddying system. Not currently, but this could be looked at with the Sixth Form.</p> <p>Year 13 lesson attendance had been added into figures. It is very similar to last year and will be addressed with support from the inspector. There is a capacity issue with staffing regarding ringing parents, etc.</p> <p>Safeguarding figures had been presented slightly differently as a result of the review. Left of the graph is concerns, right is referrals. Individual current students were discussed.</p> <p>CT noted that Year 11 have a final push close to the exam season and asked if that was the same for Year 13. DG responded that the school was more confident of the Year 11 figures than the Year 13. There were small numbers of students in lots of classes with aspirational targets.</p> <p>A DfE visit is scheduled for Monday 19th June.</p> <p>DG reported a small number of maladministration errors in the examinations. One student used his/her laptop to access the internet. The Board was informed and the qualification cancelled. An error was detected in IT support, DG is carrying out an investigation on behalf of the exam board. The maths students were entered for the wrong option paper. This is with the Board who have asked the school to identify the questions which would be accessible to the students. The school is putting together evidence to see if any students would be disadvantaged by looking at the first paper only. Going forward there is a need to look at more support for the examination process from an exams officer. CT asked if this would be the top priority for a re-budget in September. Yes.</p> <p>CT asked what the Board felt we should be telling parents. Their response is that the students should not be disadvantaged.</p> <p>Questions were invited. There are 70 applications for Year 12. How many are current IKB Year 11 students? 12 students. As of today there are also 68 Year 10 applications.</p>	
7.	SDP Review	
	A summary sheet was provided. This will be a focus on the Away day.	
8.	Safeguarding Review	
	RD had provided a pack of information to the Chair.	

	<p>Health and Safety Review – this had looked at legionella. The majority of the items highlighted will be carried out by the premises team. IKB is awaiting formal closure of the actions from Mike Perrin.</p> <p>Safeguarding – An external review had been carried out by Colin Cattanach. RD and DW had reviewed the findings and RD was provided with an action plan. There will be a lot of preparation for September. RD will visit during term 6 with a particular interest in the single central record. HR want to devolve this task to schools, but there is no capacity within IKB. For visitors it is right for the school to maintain the register and Mike Perrin manages the contractors and site teams.</p> <p>DW will forward CC's report to the Clerk for GVO. Safeguarding was found to be satisfactory. The report is detailed and demanding.</p>	
9.	Ofsted planning	
	DG circulated an Ofsted visit action plan. The Clerk was asked to provide highlighted Minutes where challenge occurs as part of governance. The approved scheme of delegation is needed for the website. The action plan has been shared with AA, MC and CC and MC has offered a governor test experience.	Clerk
10.	Policies	
	<ul style="list-style-type: none"> • Work placement policy is being held at present. • The Teaching and Learning, Marking and Assessment policies are being prepared. <p>The Clerk asked if there was any merit to sharing practice from within WMAT. Clerk to share some policies with DG as examples.</p>	Clerk
11.	Any Other Business	
	<ul style="list-style-type: none"> • Campbell Reith Construction has adopted IKB as part of construction excellence group. There will be an event on the 5th July. CT thought this could be a possible source of new governor. • Four engineering students will attend the aerospace industry awards. • Four students will be visiting Oxford University. • IKB has been shortlisted for the employer engagement award in the Bristol Life Awards. • Students will be attending a Women in Engineering event at Bath University. • Year 11 will go to Thorpe Park for an end of year event. • Year 10 will be going on a bowling trip. 	
12.	Date of next meeting	
	Friday 7 th July 8.30 am – 1.30 pm at the Bristol/Bath Science Park	

Meeting closed at 8.30 pm

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1	Clerk to chase outstanding skills audit and training forms	Clerk	June 2017	ASAP
2	Clerk to send information to DW for governors' section of website	Clerk	June 2017	Urgent
3	DG to look at the Ofsted MAT framework	DG	June 2017	ASAP
4	CT to provide electronic copies of slides and questions to Clerk for GVO.	CT	June 2017	7 July
5	DG to send out digest of examination results to governors in September	DG	June 2017	1 Sept
6	DW to speak to Clare regarding CT leading a welcome for the employer partners' event	DW	June 2017	Urgent
7	DG/DW to review student targets against examination results	DG/DW	June 2017	Sept 2017
8	Clerk to provide highlighted Minutes demonstrating challenge for DfE inspection	Clerk	June 2017	Urgent
9	Clerk to provide some LGB policies for DG to review	Clerk	June 2017	ASAP