

**IKB Local Governing Body
Meeting
23rd November 2017
6 pm at IKB School**



Minutes

MEETING TITLE	IKB Local Governing Body Meeting
DATE OF MEETING	23 rd November 2017
MEMBERS PRESENT	Matthew Brand (MB), Roger Dunster (RD), Debbie Gibbs (DG), Sandra Harris (SH), Chris Trout (CT) – Chair, Nilani Venn (NV), Tracy Wadsworth (TW), Danny Wilkinson (DW), Annette Halliwell- Clerk
IN ATTENDANCE	
MEMBERS NOT PRESENT	India Appoo (IA)
DATE OF NEXT MEETING	25 th January 2018

Executive Summary

		Action
1.	Welcome and Apologies - Quorum	CT
1.1	All were welcomed to the meeting. The meeting was quorate	
1.2	Along with India's apology for this evening's meeting she has informed CT that she wishes to stand down as a staff governor. This triggers a search for a new member of staff to join the LGB- DG will share this information with the staff and suggest any interested parties contact CT in the first instance - if more than one, an election will take place	DG
1.3	There were no declarations of interest	
2.	Governance Issues	Clerk
2.1	Declarations of personal and business interest forms were signed	
2.2	Governor training - NV has attended a course around becoming Chair of an LGB	
2.3	School visits - will feature in later items	
3.	Minutes of previous Meeting 27th September	CT/DG
3.1	The Minutes of the 27 th September were agreed and signed as an accurate record of proceedings with change to item 2.3 - RD did not	

<p>3.2</p> <p>Actions</p>	<p>attend SEND training, he did attend safeguarding training and Child Sex Exploitation training.</p> <p>SH - SEND training still needed, CT has put a nudge into the system, governors being trained by teachers and trained educationalists is good but not necessarily always appropriate - Andrea Arlidge has been informed but nothing has come back as yet. DG is trying to put together some dates to address this shortfall. RD - the sooner the better, felt Andy Weymouth seemed to over emphasise culpability with the SEND governors, CT - this was not appropriate and was unnecessary. CT feels he was trying to prove a point - mixed message between role of preparation for Ofsted and improvement for DfE, could be done better. SH felt that she answered his questions accurately and with appropriate knowledge. RD felt the same, both felt harangued. – Redacted - Kept on saying “you need to drill down” – how do I in my position do this? CT really useful to know and will work with you on this</p> <p><i>MB arrived</i></p> <p>Safeguarding training will happen at another time</p>	
<p>4.</p>	<p>Matters Arising</p>	<p>CT</p>
<p>4.1</p>	<p>SEF and SIP will be uploaded onto the GVO</p>	<p>Clerk</p>
<p>4.2</p>	<p>SH - cannot find SEN policy on website -DG reviewing it this week and will upload it as soon as possible</p>	<p>DG</p>
<p>4.3</p>	<p>RD - why can't we put other policies on the website that might be of interest to our parents/carers?</p>	<p>Clerk</p>
<p>4.4</p>	<p>NV - can we have a profile from MB for the website? MB to do this</p>	<p>MB</p>
<p>5.</p>	<p>Chair of Governors verbal report including new governance framework, Chairs' Forum and Trust Board Meeting Executive Summary</p>	<p>CT</p>
<p>5.1</p>	<p>CT started with executive summary from the Trust Board meeting in July</p>	
<p>5.2</p>	<p>TBSS name change - gone quiet</p>	
<p>5.3</p>	<p>MC - report - update that Saltford had good results, St John's did not do so well</p>	
<p>5.4</p>	<p>Consultation around SofD - has taken place - CT went through the Terms of Reference, the Scheme of Delegation and the Code of Conduct. A few challenges were made and a few changes have been made. It was a very useful event from the sound of it and what we are about to do is a sort of 'part two' of this event. You may or may not have noted that the concept of the hubs has been adjusted - governance hub structure has been removed from the process - operationally the hub structure will be</p>	

	<p>retained. Schools working together in this way remains in the plan. CT highlighted this in the relevant document</p> <p>We have seen these documents before - the Terms of Reference version that we have seen before was longer - the current version is a shorter more concise document. ToR's match the SofD better. Potentially brand new document is the Code of Conduct. Conflict of interest section has been reduced greatly, based on model delivered by national governance association - addition of section providing support and guidance, this is from a document the WW governing body have used in the past - around what being a 'critical friend' is about. CT the trust would like us to read and consider and feedback any thoughts or comments.</p> <p>5.5 DG - ToR Membership point 2 - query number of governors on the group and the method of selection - don't you want an odd number? CT - should be 8 this is our nominal size - up for us to think about whether we want a different number - DG feels current number is fine</p> <p>5.6 DG - regarding elected parent governors - also refers to skills and knowledge, how do we balance this with election model. Not every appointment will fill a skills gap but overall we are trying to get a balance to our skills. CT - it is not for us to say who the parents or the staff elect, we do not have much say - a little but not a much. DG - this means half the elected body may not be filling skills gap - CT this is where training comes in and where we are appointing elsewhere we will try and plug these gaps. This has caused some issues but view is that parents have skills that are vital to the AGC and if there is a skills problem we deal with it by training or other appointments. DG - ensure that everyone is happy with appointment of Chair by trust board - CT - AGC can make recommendations</p> <p>5.7 DG - happy with rest of document - and welcomes the removal of the hub model within the governance. RD were like for like schools thought of becoming hubs? CT felt that a counter option is the joy of the all-through provision and providing pathways for families in a joined up fashion.</p> <p>5.8 RD - role of H&S governor is not mentioned? CT - formally being dropped but not yet confident that the system has yet picked up on these priorities. RD there is an onus on us as an AGC to make sure this is being picked up - CT supports this. TH has signed off H&S document and joint committee meeting is in hand. CT asked RD to forward his concerns over this to TH.</p> <p>5.9 CT happy to receive email comments over the next week. Happy with removal of hub model, ToR's work well with clarity on how we choose members</p> <p>MB - get onto to GVO as soon as possible</p>	<p>RD</p> <p>Clerk</p>
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6.	Principal's Report including KPIs, baseline data and student targets and DfE report	DG
6.1	DW shared data information - data is looking quite positive but if you could challenge us on it that would be really helpful.	
6.2	CT - is there merit in having this published before we attend the meeting? DW yes - this will come out in future with the principal's report	DW
7.	Year-end management accounts	DG
	CT and DG will look at these	CT/DG
8.	Governor challenge trail	DG/CT
	CT will pick up at meeting with DG - being able to tell story of governor challenge and present to Ofsted	DG/CT
9.	School Self-Evaluation Plan	DG
	DW joined the meeting	
9.1	<p>SIP was shared with the last meeting, DG feels group should have understanding of SEF and SIP. These should marry up with the areas of improvement within the school - DG shared summary of our current SEF - this is all strengths and weakness of the school in a nutshell - went through the document with the group. Areas of development are not evidenced but areas we feel we need to work on this year. DG has split up the sections of the SEF and sections of the SIP that match up with the SEF asked group to split into pairs, study section they have been given and feed back to the group and ask questions. Exercise in cross referencing the documents and ensuring clarity. Group were given 10 minutes to look at this. Aim is to provide critique and challenge to DG and DW</p> <p>CT - this is all about getting us all up to speed with what we should know and help with confidence ahead of an Ofsted visit</p> <p>DG - SEF is updated throughout the year as information comes in</p> <p>Group came back to the table -</p>	
9.2	<p>Leadership -</p> <p>NV - did not quite finish, went through the detail - re rigorous base line assessments - is this every subject? DG - buy into a national organisation that set national tests - English, maths and science progress tests it's about being external. Age related, average English, maths and science and use this as a base line for other subjects. DW first year that we have used them - will review the use at the end of the year.</p> <p>NV - flightpaths - do students and parents see these? DG - show them to parents in year 11 - they don't go out as a matter of course. Tend to use</p>	

<p>9.3</p>	<p>internally, parents can request to see these if they wish to. CT are these for each subject? DG they are an overall attainment 8.</p> <p>NV - after school clubs - are they structured? DG - these are study clubs, they are not structured. When we have more staff we will be able to structure them more. CT - general note - we are working our staff very hard and need to be mindful of this across all that we do.</p> <p>NV - expectations - what does C mean? DG - this stands for 'consequence'</p> <p>NV - Induction day for year 12? DG yes will add this</p> <p>NV - is there a process in place if a teacher knows that another teacher is struggling? DG nothing formal but as a small team we do tend to know what is going on. DW we do keep our ears to the ground. Staff do come to DG and DW and they also make time to work with staff in this situation and provide support where necessary. RD - is this done after consultation? DG no we make a unilateral decision. CT - students often pick up on these things and often make comments - DG coaching is good for this. As we get bigger we will have to think of some sort of staff forum</p> <p>NV - Access to online google classroom for parents? DG - this is being trialled. NV - promoting equality and diversity? DG will add something around promoting girls into STEM</p> <p>DG went through these areas of both documents outlining priorities and key points.</p> <p>Personal Development Welfare and Behaviour</p> <p>RD and MB - over all judged to be good, we would agree with this with some fine tuning as identified. RD regarding KPI's are they brought together all in one place? This would be useful for governors, DG will provide this information. Is there any third party having input into the healthy eating programme - DG we are looking at this in PSHE.</p> <p>RD - relationship appropriate bit - how do kids take this in? DG for some of them this is an eye opener, can be quite hard hitting. DW there is still lots for them to learn, DG sexting in particular is an area that needs to be worked on - have spoken to the police around advice and guidance - they are happy to come in and do this. DG - theatre group came in and presented around homelessness, this was very valuable.</p> <p>RD - students use of aggressive or derogative language - there is a need for consistency amongst staff - DG we have gained more of an insight in to this from exclusion data. Lots of work being done around this area and exclusion numbers have fallen.</p> <p>RD - work experience - consistency of reporting back from the employer - how is this monitored? DW - have a new log book that we will be sending out in year 10 - create framework is too big to do as a whole - focussing on relationships within the work environment - have a diary, there is an expectation that the student will complete this, aim is to make the work placement reflective. SH - do you ever have a breakdown of this relationship? DG yes both ways, feedback is given to parents, student and employer. DW we are quite forceful to stress the consequences to the student when a placement is lost. Sometimes we find another</p>	<p>DG</p> <p>DG</p> <p>DG</p> <p>DG</p>
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<p>9.4</p>	<p>placement sometimes we feel they are not mature enough to go straight back out - CT could draw upon experience from MB and NV to structure the log book. DG and DW will speak to them around this.</p> <p>No 5 - RD - in terms of pastoral care is there any central MAT role? DW - No.</p> <p>Behaviour - attendance - RD - do you have a statistic without the worst offenders in? DG we do produce this information, as well as building up case studies to demonstrate improvement and provide context.</p> <p>Outcomes -</p> <p>SH - did not get close to finishing this - DG the targets exist for individual students in individual subject areas - believe success in in setting challenging targets and really going for it. Then look for whole cohort targets, review FFT at top 20% and look at what our students should be getting - carry out moderating exercise. To ensure student targets meet school targets. How do we know the tracking is accurate? It is very much about moderation and knowing the individual students. This happens through gap meetings where teachers meet and look at student data and look at how to close the gap between target and results. Insist on regular formal assessment's, this gives current grades. DW we also compare against previous year groups to provide context - this is done every term. CT - the predictions that were seeing in the first two years of operation were generally good - they were slightly high - showing the consistency that shows dips as well as highs - more information would be useful for governors.</p> <p>Some issues around performance of students being taught by WW staff and IKB students attending lessons at WW - this is partly due to differing cultures, DG very aware of this and looking at making improvements around this.</p> <p>CT - target setting in P16? DG - same sort of process</p> <p>CT - PP some words but not much detail - DG - try not to put too much information in the SEF - this information is available on the school website.</p> <p>RD - do you spend the money brought in on the individual student? DW no, the money is to improve outcomes for the student body as a whole. EHCP student on dual placement - do we receive money for this student and is contact maintained between the two institutions? DG very much so.</p> <p>CT - being able to support SH to feel confident to present this information if called upon to do so in front of Ofsted team. More information around breakdown and use of EHCP money.</p> <p>SH - why is TA support ad hoc in P16 - DW this is because P16 students want more control over when they have support and when they don't.</p> <p>NV - questions in student voice can help to provide evidence and feedback for making improvements. All agreed.</p>	<p>DG/DW</p>
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	<p>DG asked for some in school support with a maths and physics review - going to be lesson observations, student voice, looking at data, if anyone is free to come in and observe us doing this it is happening on 6/7 and 8th December - please report to DG if you can be available.</p> <p>Last year looked at governors coming in every term - term 3 we would like a governor to come in and look at books, carry out scrutiny - MB happy to do this. T4 - PP SH, T5 - behaviour for learning - looking at student voice - NV happy to do this, RD to join this T6 – to be arranged. Please let Debbie know if you want to be involved</p>	
10.	Any Other Business	
10.1	<p>Pre inspection information - CT - tells story and provides background, information and context. Asked governors to take a look at this and convert into own language in order to be able to share this with Ofsted team if necessary. NV - might it be useful to have third page to list documents you mention? CT - trying to make it a document that the inspector will look at, not too long. DG - could we put this document on the website? Redacted</p>	
10.2	<p>Letter to parents - CT we promised them some feedback from the survey - CT presented draft letter for consideration. Any reactions? All happy with the content - NV could put this on the website under parent/carer heading. CT will talk to Marina and get this out to parents.</p>	CT
10.3	<p>RD - communications - when new guidance comes out from the DfE how do we all get to know about it? CT - this is a clerk responsibility, to take up with Sue Holdaway - could this come from the MAT, central safeguarding and attendance role will support this.</p>	Sue Holdaway
10.4	<p>The Key alert system - clerk to look at this - national governors association - look at joint membership DG happy to pursue this - AHW to take this back to Andrea.</p>	AHW
10.5	<p>RD - admissions we are oversubscribed are we governed by geographical area? DG yes by 15mile radius. DG we are doing this by lottery - no ability to discriminate. Conversations had at interview to try to ensure students are applying to the school for the right reasons.</p>	
10.6	<p>CT - reminder around website - thanked DW for updating this and asked that he and NV get together to look at long list of requirements and 'nice to haves' sent by Mary Ainsworth.</p>	
10.7	<p>DG dates for meeting with Matthew Cottrell - Wednesday after school? CT - doesn't work for CT but let him know if this has to be</p>	

	Wednesday - Mondays not good for SH - Tuesdays good. DG will look at this. Marina will be in contact with dates - couple of hours.	DG/MG
	Meeting closed at 20.55	
15.	Date of next meeting	
	25 th January 2018	

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1				
2	Clerk to include safeguarding training by Paul Eadie on the next LGB Agenda	Clerk for Agenda	Sept 17	23 Nov
3	Clerk to send declaration information to DW for website	Clerk	Sept 17	ASAP
4	DW to arrange demonstration of Google Drive at the next meeting	DW	Sept 17	23 Nov
5	Staff governor to be recruited	DG	Nov 17	ASAP
6	SEF and SIP to be loaded onto GVO	Clerk	Nov 17	ASAP
7	SEND policy on website	DG	Nov 17	ASAP
8	Check policy on website protocol	Clerk	Nov 17	ASAP
9	Profile for website	MB	Nov 17	ASAP
10	H&S concerns to Tim Howes	RD	Nov 17	ASAP
11	Access to GVO for MB	Clerk	Nov 17	ASAP
12	Data information to come out with principal's report	DW	Nov 17	Jan 17
13	Review of year end management accounts	CT/DG	Nov 17	ASAP
14	Governor challenge trail	DG/CT	Nov 17	ASAP
15	Additions/amendments to SEF	DG	Nov 17	ASAP
16	Survey feedback letter to parents	CT	Nov 17	ASAP
17	DfE guidance information to governors	Sue H	Nov 17	ASAP
18	NGA membership – consult AAR	AHW	Nov 17	ASAP
19	Meeting with MCT	DG/MG		