

**IKB Local Governing Body
Meeting
27th September 2017
6 pm at IKB School**



Minutes

MEETING TITLE	IKB Local Governing Body Meeting
DATE OF MEETING	27 th September 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), Marina Georgiadi - Clerk
IN ATTENDANCE	Liam Lewis, Joel Newman
MEMBERS NOT PRESENT	India Appoo (IA),
DATE OF NEXT MEETING	23 rd November 2017

Executive Summary

- Governors noted and reviewed the new staffing structure.
- DW provided an analysis of the headline examination results.
- DW provided a safeguarding update.
- The SIP was circulated and discussed. Governors will feedback to DG.
- The Assessment, Feedback, Marking and Homework Policy was discussed and approved.
- The DfE visit report had been circulated and comments incorporated into the SIP.

		Action
1.	Welcome and Apologies - Quorum	
	All were welcomed to the meeting. The meeting was quorate. Apologies were accepted from India Appoo. There were no declarations of interest.	
2.	Governance Issues	
2.1	Declarations of personal and business interest forms were signed.	
2.2	Governor roles. These were discussed and agreed:- Chair CT Vice Chair NV Safeguarding Governor RD PP/SEND SH	
2.3	Governor training. SH had attended first SEND training session. Course will continue for a second session. Governors were alerted to training	

	<p>opportunities in October. NV unable to attend either of the sessions led by Malcolm Broad, Clerk to advise if other sessions may be available. RD had attended two SEND courses, carried out child sexual exploitation training and been involved in the safeguarding audit. Paul Eadie will be asked to attend the next LGB meeting to deliver safeguarding training to governors.</p> <p>TW and RD attended the Scheme of Delegation consultation on the 23rd September. RD briefly explained the focus of the meeting and the proposed structure of the WMAT. This involves a hub system with Keynsham currently being the largest. There was a suggestion to change the name of Local Governing Bodies and to produce new terms of reference documentation. The LGB core responsibilities will be school standards and the local community. The aim is to build to 20 schools. The final version of the Scheme of Delegation will be posted on the GVO and website.</p> <p>2.4 School visits. SH end of term 6 review with RRG 11 July, still working within action plan. Kate Hayden is performing SEND audits and feedback/review information is awaited.</p> <p>2.5 School calendar – Agenda item (11).</p>	<p>Clerk</p> <p>Clerk for Agenda</p>
3.	Minutes of previous Meeting 15th June and Away Session 7th July	
	<p>The Minutes of the 15th June were agreed and signed as an accurate record of proceedings.</p> <p>The Clerk produced a comprehensive package notes from the away session which covered the IKB vision, STEM, employment provision and SEF.</p> <p>3.1 Some training documentation awaited from IA.</p> <p>3.2 CT to discuss with DW how Minutes are published on the website with regard to highlighted areas. Clerk to send declaration information to DW for the website.</p> <p>3.3 Ofsted WMAT framework – DG advised that there could be a WMAT-wide inspection if five schools were due an inspection at a similar time. This would be a one-week inspection. DGB distributed documents with URL. There would be individual school reports plus a WMAT letter. A published letter for Oasis/Melksham is available on the Ofsted website. CT hoped that MAT guidance would be available shortly.</p> <p>3.4 Away session slides are available on the GVO.</p> <p>3.5 CT came to the IKB results day and reported there was a fantastic atmosphere. Staff were eager to congratulate students which makes IKB a special family setting with good relationships. On the second day of term INSET day CT met with new staff who were made to feel welcomed.</p> <p>3.6 Employers’ event worked very well.</p> <p>3.7 Item 7 on this Agenda.</p> <p>3.8 Completed. See item 3.2 above.</p> <p>3.9 Clerk had forwarded some information to DG with regard to LGB policies.</p>	<p>CT→DW</p> <p>Clerk</p>
4.	Matters Arising	
	<ul style="list-style-type: none"> CT will bring feedback from the parental survey to the next meeting. 	CT

	<ul style="list-style-type: none"> • RD was invited to the next wellbeing meeting. • Core Maths – complaints had been received from parents regarding the incorrect paper. Results had been mixed. 	
5.	Chair of Governors verbal report	
	<p>Trust Board meeting summary:</p> <ol style="list-style-type: none"> 1. Matthew Woodville was welcomed to the meeting to update on SBL and deliver a presentation on his vision for Wellsway. 2. A formal complaint has been submitted to Ofsted regarding the inspection at TBSS. 3. Dave Cooper was welcomed to the meeting to talk through the rationale of the new data dashboard and respond to any suggestions/queries. 4. GS presented on the work of the Trust Board Governance Sub-Committee. The Board agreed to the proposed Trust executive committee structure and the implementation of the hub structure in Keynsham in 2017/18 and wider in principle for 2018/19. 5. An ad hoc group was agreed with delegated responsibility regarding the decision for the two Chandag schools to join the Trust. This group will report to the next Board meeting. 6. The Board agreed to a temporary one-year amendment to the Reserves Policy regarding reserves contributions. 	
6.	Principal's Report	
6.1	DG reported she was very pleased with the four new members of teaching staff. The DT technician now had increased hours. The school is fully staffed.	
6.2	The first Open Evening of the academic year is on the 28 th September at 6.30 pm. CT encouraged governors to attend.	
6.3	The new Year 10 (64 students) have settled in very well. They are working hard. The students come from a broad range of schools including Wellsway. There will be a relaunch of the key teaching and learning strategies to continue to increasing consistency. There are still some IT issues, but staff are persevering. DW will arrange a demonstration of Google drive at the next meeting.	DW
6.4	Student numbers – Year 10 64, Year 12 35. Total student number 175. Post-16 numbers are disappointing and will affect the budget. The number of girls on roll has increased.	
6.5	A celebration assembly had taken place. Cups and shields have been place on display. CT asked if there would be a formal event around the examination results. DG advised that a Christmas event was planned.	
6.6	There are issues with two Year 11 students. One has a managed move. He/she is going up the step system but is showing improvement.	
6.7	There was a discussion regarding leadership and the planned staffing structure:-	

	<p>Principal responsible for teaching and learning and teaching staff Director of Learning responsible for subject leads, curriculum overview, teaching resources and census. Exams officer – CBR new appointment Employer engagement CBR MEW – school data responsibility PED student behaviour and welfare, managing SENCO and TAs Assistant Principal safeguarding Student support Admin – attendance</p>	
6.8	The main area of concern is coaching.	
6.9	Redacted	
6.10	Health and Safety. There were no reported incidents. A new company has been appointed to manage H&S and the role of governors in this area will be reduced. Feedback is awaited from the WMAT Premises Manager.	
7.	Headline examination results and analysis (DW)	
7.1	<p>DW explained the documentation provided and responded to queries. The following items were highlighted:-</p> <ul style="list-style-type: none"> • An analysis was distributed. • Destinations are still being updated. • The official Progress 8 figure is 0.27 which on average is a quarter of a grade higher than predicted. This makes IKB the highest performing academy within the Trust with regard to progress. • Attainment is 4.5, the second highest performing academy in the Trust. • 31.6% achieved strong passes with grades 9-5 including English and maths. • DW expressed pride in both the staff and students which was supported by comments from the governing body. • The pupil premium gap was positive. The SEND students did not make as good progress, however due to small numbers this equated to two students doing well and one not achieving targets. • English – good progress made. Maths, Sciences and other subjects all positive progress. • Year 11 English Literature exam taken, good progress is predicted, attainment is higher. Maths is a strong point. There is only one SEND student in Year 11. • Attendance, there were attendance issues in terms 6 2016-17. • Behaviour, Year 10 good, Year 11 good, but a few challenging boys. • Year 13 examination results figures were provided with commentary. • Progress was below national figures due to student ability. The main improvements were in maths. • Year 13 will not go on a work placement to give them more study time. 	

7.2	Safeguarding – four interventions. Two have now been closed. One referral is being monitored. RD will arrange safeguarding visits. DW will forward an update and target information.	DW→RD
8.	SIP Review RAG rating and Ofsted planning/action plan	
	<p>It was agreed DG would send the Clerk the School Improvement Plan to go onto the GVO.</p> <p>The targets for Year 11 in 2015 were very high. Attainment target for Year 11 is level 5. 9-5 English 65% 9-5 Maths 75%</p> <p>Year 12 targets agreed.</p> <p>Feedback was requested from governors to DG.</p> <p>The portfolio of achievement will be retained for future use. A volunteer for lead teacher in STEM subjects is required.</p>	<p>DG→Clerk</p> <p>Governors</p>
9.	Policies	
9.1	<p>Assessment, Feedback, Marking and Homework</p> <p>This policy had taken a long time in development. The policy was agreed and the following points were highlighted:-</p> <ul style="list-style-type: none"> • Focus needs to be on lesson planning • Reflects changes to the curriculum • Teaching is focussed on the increased context of change in how the students are assessed day to day. • DG will be introducing a starter quiz at the beginning of the lesson to assess students and help practice exam skills. • Two types of exercise book have been introduced for all year groups. The first is a class book which can be reviewed rather than marked by teachers. The second is a key content book to identify key facts and examples. It will act as a revision guide and there will be exam questions which will be marked and feedback given. The system will be reviewed at the end of term 1 as part of work scrutiny. Teachers are on board as it helps with their planning and methods of working. 	
10.	DfE Visit report and initial action plan	
	This had been circulated and comments incorporated into the SIP. Governors were asked to forward their comments to DG.	Governors
11.	SEF Plan 2017/18 including Governor visits	
	DG will send out the plan for governors to review prior to a discussion at the next LGB meeting.	DG Clerk for Agenda
12.	Coaching and Work Placements Update	
12.1	A new coaching programme is in place replacing the tutor groups. It is being monitored and the LGB will be kept informed.	

12.2	There is a different work placement model. Students will go out in December for a one week block and again at the end of term 4. Year 12 will operate on the previous model.	
13.	Risk Register	
	The Principal, Chair of Governors and SLT had produced a list of the five top risks to the academy:- <ol style="list-style-type: none"> 1. Student numbers 2. Staff absence – in the context of a small school 3. Space within the building 4. Work placements 5. Coaching – lack of funds/pastoral care 	
14.	Any Other Business	
	<ul style="list-style-type: none"> • NV will carry out a review of the website and email comments to CT. • Exit interviews – one person had left IKB but did not attend an exit interview. 	NV
15.	Date of next meeting	
	23 rd November 2017	

Meeting closed at 8.30 pm

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1	Clerk to liaise with NV over charring training	Clerk	Sept 17	ASAP
2	Clerk to include safeguarding training by Paul Eadie on the next LGB Agenda	Clerk for Agenda	Sept 17	23 Nov
3	CT to discuss LGB Minutes on the website with DW	CT→DW	Sept 17	ASAP
4	Clerk to send declaration information to DW for website	Clerk	Sept 17	ASAP
5	CT to bring parental survey information to the next meeting	CT	Sept 17	23 Nov
6	DW to arrange demonstration of Google Drive at the next meeting	DW	Sept 17	23 Nov
7	DW to liaise with RD over safeguarding update and target information	DW→RD	Sept 17	ASAP
8	DG to send Clerk SIP to go onto the GVO	DG→Clerk	Sept 17	ASAP
9	Governors to give feedback on SIP to DG	Governors	Sept 17	23 Nov
10	Governors to forward feedback on DfE visit report to DG	Governors	Sept 17	23 Nov
11	DG to send out SEF to governors for review	DG	Sept 17	ASAP
12	Clerk to add SEF review discussion to the next Agenda	Clerk for Agenda	Sept 17	23 Nov
13	NV to carry out a review of the website and email comments to CT	NV	Sept 17	ASAP