

**IKB Local Governing Body
Meeting
19th January 2017
6 pm at IKB School**



Minutes

MEETING TITLE	IKB Local Governing Body Meeting
DATE OF MEETING	19 th January 2017
MEMBERS PRESENT	(RD), (DG), (SH), (NM), (CT) – Chair, (NV), (TW), (DW), Sue Holdaway - Clerk
MEMBERS NOT PRESENT	(IA)
DATE OF NEXT MEETING	16 th March 2017

Executive Summary

1. Mark Ewins delivered a presentation regarding CPD to the governing body.
2. The Admissions Policy consultation was complete. The governors responded to the only query received. It was agreed to remove the pupil premium criteria but not to include a selection based on the subjects studied.
3. The governors scrutinised the DfE report received from Andrew Weymouth’s visit in November 2016.
4. Governors challenged the SDP update and interventions plans.
5. Governors were provided with an up to date risk register top 5 risks for discussion.

		Action
1.	Welcome and Apologies - Quorum	
	All were welcomed to the meeting. The meeting was quorate. Apologies were accepted from IA. There were no declarations of interest.	
2.	CPD Presentation	
	Mark Ewins was welcomed to the meeting to deliver a CPD presentation. Mark stated that today there had been a very successful KS5 teaching and learning session. In September he started to talk about effective teaching and learning and what that looked like in practice. To assist with effective tracking and monitoring of students’ work the school has purchased an app called Idoceo for iPads which is now being embedded into practice. The next steps are to ensure teachers react to the data and for independent learning in KS5.	

	<p>The quality of written feedback in line with the Marking Policy gives the biggest impact. Consistency is good at KS4 and is now being driven into KS5. This was an identified focus from the DfE inspection.</p> <p>Another training session had a literacy focus which looked at:</p> <ul style="list-style-type: none"> - reading ages - paired observations for teachers - writing strategies to give extended writing answers. <p>Governors asked if writing was affected by texting, etc. ME responded that students can differentiate. Problems tend to be not answering the questions or using the wrong technical vocabulary.</p> <p>There was a session on google classroom. This is an online platform whereby teachers invite students from their classes to join a group where they can access assignments, homework, etc and where students can send work to the teacher. There is still some work to be done on using this effectively at KS5. Governors asked if it was staff or students who were struggling with this system. ME explained it is about changing habits/routines for staff. The next step will be to link this to parents so that emails can be used to alert parents of homework, etc. It will then become a platform which benefits parents, students and staff.</p> <p>ME explained that he would like to develop further cross- curricular learning. Looking at schemes of work and curriculum analysis. Some progress has been made and a mapping exercise completed.</p> <p>ME is also looking at transition Years 9 to 10. Transition will be the focus of the whole WMAT next year at all key stages. Governors offered their support where possible within the world of work. Parents are also engaged wherever possible. NV wanted to look at employers understanding the curriculum to support students on work placement.</p> <p>Next week the focus will be mental health and the cost to learning. The Thursday afternoon agendas are aimed at meeting the needs of the school. Looking forward they will focus on priorities from school inspection.</p> <p>There is a strong KS5 focus and staff are working hard to build resilience and independence for students. ME stated there is also discussion about teaching and learning in the school council to help with modelling behaviour. Students report they are enjoying their experience at IKB.</p> <p>As the staff grows the load is spreading. A range of abilities and experiences within the teaching staff is becoming clearer.</p> <p>ME was thanked for his presentation. At the next LGB meeting Paul Eadie will present on behaviour for learning and the student council.</p>	
3.	Governance Issues	

	<p>The Clerk reminded governors with outstanding Prevent training and Keeping Children Safe in Education.</p> <p>The Clerk advised that governors would be asked to complete additional on-line training in relation to FGM and Child Sexual Exploitation. The Clerk will send out links to all governors.</p>	Clerk
4.	Minutes of Previous Meeting 10th November and Matters Arising	
	<p>The Minutes were agreed and signed as an accurate record of the proceedings.</p> <p>Actions list:</p> <p>4.1 Statement for the Board completed.</p> <p>4.2 WMAT agenda plan circulated by email.</p> <p>4.3 Governors' Development Plan comments passed to R&S Committee. DG to do safer recruitment training. RD completed this sometime ago and asked if this was still current.</p> <p>4.4 Safeguarding meeting taken place and training for RD will take place in summer term.</p> <p>4.5 It was agreed to have a complete package of governor information for CT to discuss with the CEO including a statement from the Chair, profiles, links to policies, etc. NV agreed to check her findings and give information to CT.</p> <p>4.6 Health and safety audit has been received. The draft is the final document. Another audit took place in November/December and this report has also been received. RD/DW to arrange a joint meeting with Wellsway to review the policy before the next LGB meeting. GLM quality mark work CT not yet spoken to CEO.</p> <p>4.7 Date agreed for away day of 7th July.</p> <p>4.8 CPD presentation taken place item 2 above.</p> <p>4.9 SH/DG discussion regarding SENCO post feedback within item 9.</p> <p>4.10 DG and TH not resolved PP item on school budget. Census information is awaited to resolve.</p> <p>4.11 Clerk to send policy spreadsheet to DG.</p> <p>4.12 Gender balance on school intake will be reviewed at this meeting.</p> <p>4.13 Risk register Agenda item 11.</p> <p>4.14 Post-Christmas DG will be looking at liberating classroom space in the building. DG has completed some space analysis work and would appreciate support from NM.</p> <p>Target setting – DG will send out this year's targets and invite questions from governors.</p>	<p>Clerk</p> <p>DW/RD</p> <p>NV→CT</p> <p>CT</p> <p>DG/TH</p> <p>Clerk</p> <p>DG/NM</p> <p>DG</p>
5.	Chair of Governors verbal report	
	<p>CT reported that the Board Strategy Sessions took place this week. Day 1 focussed on the strategy of the WMAT and structure review including a hub option. Day 2 focussed on governance structure.</p> <p>Governors asked where the need was coming from for the Trust to grow that big. CT responded that some was self-generated due to advantages of economies of scale, the government's white paper, pressure from the</p>	

	<p>DfE and RSC. Governors asked about a loss of identity. CT replied that some MATs are driven that way, WMAT has tried to retain this, but there are some decision-making autonomies which are lost.</p> <p>Trust Board Executive Summary October 2016:</p> <ol style="list-style-type: none"> 1. The Principal of SBL delivered a presentation to the Board regarding a finance recovery plan. 2. The Board agreed an additional meeting to discuss the Trust governance structure. A date is to be arranged. 3. The Clerk will forward the governors' development programme to Chairs of Governors for circulation and comment. 4. The CEO agreed to maintain a register of section 47 (child protection issue) referrals across the Trust. 5. The Complaints and Grievance Policies were approved. The Disciplinary and Safer Recruitment Policies will be returned to the Remuneration and Selection Committee in December. 	
6.	Admissions Policy – response to consultation and ratification of policy	
	<p>The consultation closed yesterday. Only one response had been received covering a number of topics. In the event that the school is full there is a list of priority criteria. Students with pupil premium would have a priority over other students. In terms of fulfilling the role of inclusivity the parent asked why all children should not be treated the same, regardless of whether the family is on benefits. She asked why financial disadvantage had priority.</p> <p>Pupil premium is third priority on the proposed list. It is not within Wellsway's policy. Stone King's view is that pupil premium are vulnerable students but it is not a mandatory requirement.</p> <p>There was a discussion regarding how difficult it was to provide evidence on a form. Armed forces are included in pupil premium. IKB's original policy was based on TBSS's policy. The issue of PP is very topical around the selective process for grammar schools.</p> <p>Another item within the parental response was to ask as a STEM school why there is not a focus on STEM students. Why would a student who chooses a complete IKB curriculum (rather than some lessons at Wellsway) not get some priority? As the core IKB curriculum covers triple science a student could only take a maximum of two subjects at Wellsway. The role of IKB is to inspire students into STEM careers.</p> <p>After discussion it was agreed to amend the Admissions Policy to remove pupil premium but not to include a selection based on the subjects a student studies. The policy now goes to the Local Authority. CT will finally review the document.</p>	
7.	Financial Update – Q1 management accounts	
	<p>Documents had been circulated prior to the meeting. The following points were noted:-</p>	

	<ul style="list-style-type: none"> • The school is set overspend against the budget. The reasons relate to the EFA clawback, minibus etc as discussed at the last meeting. However, IKB had budgeted for a large surplus and this surplus is now smaller. • DG stated IKB want to utilise for best outcome for the students. The overspend on educational support staff relates to a part-time DT technician (line B1). There is a cover teacher in Maths until Christmas. • Maintenance of premises relates to a door repair legacy from construction. • Furniture relates to money spent on tables for the lecture theatre. • There is an increase in the photocopying costs. • There is a variance from the EFA for Year 10, but this will be lost in the lower numbers in Year 12. • Some items have not been budgeted for within curriculum and teaching items eg the revision package for Year 11. • With regard to examinations, the school is looking at entering for the European Driving Licence computing qualification. Year 10 will be entered for English Literature and Year 11 for English Language. Text books have been purchased. There are all new courses at Post-16 and new text books will be required. • Final accounts from 2015/16 have not yet been received. CT will raise this point at the Finance and Resources meeting next week. 	CT
8.	Principal's Report	
	<p>This has been a very busy term for staff and students. This year's examinations will define the success of the school. Expert opinion is positive from the DfE and feedback from parents continues to be extremely strong.</p> <p>The school will not be over-subscribed in Year 10, but there will probably be more than 60 students as 58 applications have been received already. Three Year 12 students have left to take on apprenticeships. The appeal regarding a Year 10 student was not successful as the school is not yet at PAN and has to stick to the Admissions Policy. One student left Year 11 to move back to Weston-super-Mare.</p> <p>Work placements will be arranged for Years 10 and 12. This will give greater capacity for quality placements and allow increased curriculum time in examination years. Year 10 will also be helped to decide on their further pathways and clarify their ideas. Assistance has been employed to help Claire with initial enquiries for placements. The corporate responsibility scheme and STEM ambassadors will help to look further to industry.</p> <p>The student council is dynamic and demanding. There is a planned meeting with the WMAT Catering Manager to talk about food in school.</p> <p>There are local adverts looking at ambassadors for girls into STEM careers. It was suggested DG contacted Women in Property in Bristol</p>	

	<p>with regard to the planning of a STEM event. http://www.womeninproperty.org.uk/branches/south-west.aspx It was also suggested that our partner employers would probably be able to provide some women speakers to support the event. (BMT and Buro Happold in particular.)</p> <p>A Year 13 visit is planned to CERN.</p> <p>Sixteen of the 39 students in Year 13 have prepared UCAS applications. All have received achievable offers except one.</p> <p>A decision regarding Studio Schools and EBacc is still awaited from DfE.</p>	
9.	Self-Evaluation – SDP monitoring report and Governor Report SEND	
	<p>A report had been circulated from the DfE, Andrew Weymouth’s visit in November 2016. The key next steps and school strategies include:-</p> <ul style="list-style-type: none"> • Strengthen baseline testing in Year 10. The school is looking to use descriptors, ie what students can do to show information about what students can achieve. • A summary SEF has been created and triangulated with data, learning walks, etc. • A joint self-evaluation with Wellsway is planned. • To improve persistent absence a new attendance and lateness strategy has been adopted to tackle post-16 students. • The school continues to work with disadvantaged students. <p>SH met with the SENCO. They are looking at an action plan to address statutory aspects, assessments, provision, outcomes and impact which will be updated at each meeting. SH reported that the SENCO is embracing the role, working hard and progressing the training. Documents such as narrowing the gap and Ofsted inspection information for SEND provision were shared. The SENCO had led reading assessments for Year 10 students and provided staff training. There had been a discussion regarding the three EHCP students plus one on a managed move and now on role. Three students have ASC diagnosis (autism spectrum condition), one is awaited. SH asked about SEND students’ attendance and was advised there were no difficulties. No SEND students are taught outside of IKB. The statutory information report is now back on the website. The SEND audit document which is proving valuable had been shared. The SENCO attended SIMS training. Idoceo had been discussed and SH asked if it would be of benefit to the SENCO. It was thought this was probably not the most effective tool for this role. Dragon software for dyslexic students was discussed. A program can be purchased or an app used which is free. It was a very positive meeting and the next meeting on the 30th January will focus on the provision.</p> <p>The SDP update for term 3 was circulated along with data information. DW explained the need to ensure students are resilient to cope with examinations conditions so there is no negative effect. The main poor contributor is English with its double impact. Published tables this year</p>	

	<p>will reflect the new numerical grades, but IKB will be reporting on the traditional A-C grades for this year. A good pass will now be a 5, ie an old grade B. KS5 have just had mock examinations and results will be available on the 23rd. There will be six measures ie Attainment Academic (A levels), Attainment Applied (BTEC), Attainment Technical (for Construction and Engineering). Students need to be taking the equivalent of three A Levels.</p> <p>Attendance – there is one school refuser in Year 11 who is now under CMES. A case study is being prepared with new strategies and processes.</p> <p>NM left the meeting at 8.15 pm.</p> <p>Subject value added based on predicted outcomes for Years 11 and 13 was discussed. Term 5 will reflect on initial predictions. Governors asked how negative figures at Wellsway could be challenged. IKB has a good relationship with the Vice Principal at Wellsway and will raise/challenge underperformance in their subjects for accountability. Curriculum Team Leaders report to DW. There have been some problems where models for homework, catch up sessions etc have not been compatible. Governors asked if it is improving. With intervention from Wellsway improvement are being made. This situation affects a relatively small numbers of students. DG is working with the Principal at Wellsway on lesson observations, etc. Governors asked if there had been any comments from students. PE students find it difficult especially the literacy and science aspects of the course. Humanities should be doing well and needs scrutiny.</p>	
10.	Intervention plans and evaluation of impact to date (Years 11 and 13)	
	<p>Academic intervention. The under-achievement in mock examinations was reviewed. IKB is looking in minute detail on an individual basis at the subjects of concern and other contributing factors. Intervention is planned for the next 2 terms for Year 11. Work experience has stopped for most of this year group. Catch-up curriculum lessons in place. Year 13 there have been some changes to teachers and grouping.</p> <p>There has been one safeguarding issue regarding a Year 12 student and the school is involved in supporting the student and family. It was noted that anxieties and pressure has been building for students. DW will complete the safeguarding audit and send it to RD for information.</p> <p>Behaviour. There is a feeling in Year 10 of improvement after Christmas. In Year 11 there has been a rise in C3 and C4. The school wants teachers to challenge behaviour to ensure maximum learning.</p> <p>Exclusions – one permanent and one Year 12 on exclusion.</p>	
11.	Risk Register	
	<p>A sheet was circulated with the top five risks. The question over the EBacc from the DfE made 2.8 go to red. Yellow coding shows significant pre-mitigation and green after mitigation.</p>	

12.	Curriculum Plan	
	Papers were shared. The Maths block shows smaller maths due to a legacy. Non-contact ie study time is shown in red where there is no work placement in Year 13.	
13.	Staffing Structure for following academic year	
	The structure was shared to implement the curriculum above. The school will be advertising imminently. The proposed changes are due to increased student numbers. The school is looking at redeployment on Maths, possibly from another school within the WMAT.	
14.	Any other business	
	Confidential Item	
15.	Date of next meeting	
	16 th March 2017	

Meeting closed at 8.50 pm

Action Record – Exclusions Basis

Action	By Whom	Meeting Date	Due Date
1 Clerk to advise governors of online training required.	Clerk	Jan 17	ASAP
2 DG safer recruitment training. Clerk to check if RD's training is still in date.	Clerk	Jan 17	ASAP
3 Safeguarding training for RD to take place in term 6.	DW/RD	Jan 17	Term 6
4 NV to send information to CT regarding governor details for website.	NV→CT	Jan 17	ASAP
5 CT to speak to CEO regarding GLM Quality Mark.	CT	Jan 17	ASAP
6 DG/TH PP item on budget.	DG/TH	Jan 17	ASAP
7 Clerk to send policy spreadsheet to DG.	Clerk	Jan 17	ASAP
8 DG/NM to look at classroom space.	DG/NM	Jan 17	ASAP
9 DG to send out student targets to governors.	DG	Jan 17	ASAP
10 CT to raise issue of final 2015/16 accounts at F&R.	CT	Jan 17	20 Jan