

**IKB Local Governing Body
Meeting
11th May 2017
6 pm at IKB School**



Minutes

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| MEETING TITLE | IKB Local Governing Body Meeting |
| DATE OF MEETING | 11 th May 2017 |
| MEMBERS PRESENT | (IA), (RD), (DG), (SH), (CT) – Chair, (NV), (TW), (DW), Sue Holdaway– Clerk In attendance : (PE) |
| MEMBERS NOT PRESENT | (NM) |
| DATE OF NEXT MEETING | 15 th June 2017 |

Executive Summary

1. Paul Eadie presented to the governors on “Behaviour for Learning”.
2. Items for discussion at the Away Session on Friday 7th July were identified.
3. There was a discussion regarding the end of year surplus, temporary draw on reserves to reconfigure a new teaching space and request for a budget reset in September.
4. A pupil premium paper was circulated and discussed.
5. A draft parental survey was circulated which will look to parents to help prioritise the features of the school and inform the SDP.

| | | Action |
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| 1. | Welcome and Apologies - Quorum | |
| | All were welcomed to the meeting. The meeting was quorate. Apologies were accepted from NM who reluctantly felt he had to stand down from the Local Governing Body. There were no declarations of interest. | |
| 2. | Behaviour for Learning report | |
| | Paul Eadie attended the meeting to present to the governors on “Behaviour for Learning”. PE had started working at IKB in September. He had been focussing on building a culture at IKB through the development and embedding of the behaviour systems. This included the C-system, report cards, step system, meeting with parents, and ensuring high expectations. | |

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| | <p>He explained that progress had been made on internal suspension provision, change of time to assemblies, displays around the school, systems to reduce toilet and water bottle disruption, a mobile phone policy, ensuring students have equipment in lessons, parental and community involvement in IKB, and INSET training on behaviour management and engagement.</p> <p>With the Student Council achievements have included managing the vending machine, petitioning the maintenance team, attendance at the 'pupil parliament', consulting with catering manager regarding the food provision, consultation on bike parks, decorating the Christmas tree and suggested recycling schemes. The Student Council had a very mature response to the Mobile Phone Policy and helped to draft the document. All students sign a contract which works on a 3-strike basis.</p> <p>PE talked about in-house training. He had delivered training on mental health challenges in schools at the WMAT Conference and was working with key teachers to improve behaviour management skills. CT asked if the students had access to a school nurse. PE responded that there was a drop-in facility based which is booked through reception. RD asked how a mental health query is responded to. This would be actioned through the Safeguarding Lead, who will communicate with parents/carers to seek a referral for diagnosis via the GP to CAMHS. There is some low level local authority support and work with Tara Gretton within the Trust for solution-based counselling one day per week. Tara had also run a staff wellbeing session after school. RD asked if students could self-refer. No, this is through school.</p> <p>There was a discussion on KOOOTH which is a system B&NES buys into. It offers a free, confidential online counselling and emotional well-being platform for young people which can be accessed anonymously. It is proving successful for low level mental health issues as the threshold for CAMHS is becoming increasingly high.</p> <p>Ofsted has said there will be an emphasis on mental health and how students are provided for from September. TW identified the reduction with autism support services at Fosseyway. Young persons' mental health is a growing issue for all schools and universities. IKB work with three Local Authorities all with slightly different systems. NV asked if IKB had any students who were experiencing online issues. PE responded that Facebook can cause anxiety and depression. There had been some cyber-bullying with snapchat at a low level but this had been covered in PSHE and dealt with in school. PE acknowledged that there was still some work to be done surrounding the e-safety policy, part of that fits in with the ethos and culture of the school eg information posters, working with parents, etc. Part of mobile policy rationale was about having a break away from social media.</p> <p>PE was thanked for his presentation and left the meeting at 6.35 pm.</p> | |
| 3. | Governance Issues | |

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| | <p>It was agreed that DG would speak to Clare Barclay to help with finding a business-based governor within the STEM industry.</p> <p>In September governors will be invited to join staff training around safeguarding, prevent, etc.</p> <p>Governors were requested to submit skills audits and training certificates to the Clerk.</p> | <p>DG</p> <p>All</p> |
| 4. | Minutes of previous Meeting 16th March and Matters Arising | |
| | <p>The Minutes were agreed as an accurate record of proceedings except for one line on page 4 regarding the opening grant which should be deleted. Apologies for incorrect spelling of Paul Eadie's name.</p> <p>4.1 The skills audit had been sent out electronically.</p> <p>4.2 Clerk had forwarded a link for Safer Recruitment training to DG and RD.</p> <p>4.3 RD had been given the online training information.</p> <p>4.4 NV now has the photos and profiles for the website and the package is ready for publishing. NV will forward to DW. Governors were requested for feedback once the information is live. Clerk to send to DW data on attendance at governors' meetings and personal/financial interests. NV was thanked for her work on this.</p> <p>4.5 CT had informed the F&R Committee of the 173 student level for staffing. This is part of an on-going discussion.</p> <p>4.6 DW had met with CTLs at Wellsway to discuss IKB students' progress. The process of challenge is now determined and working with Dave Cooper and IKB students are part of the performance management process for Wellsway teachers. There had been some particular challenges with predictions in Humanities, but more recently students have been working closer to IKB's expectations. RD asked about predictions. DW advised that testing and historical data is used. After the summer examinations the school will look back at the predictions against the actual results to ensure good practice.</p> <p>The next stage for IKB is to carry out a student voice exercise to establish how students are feeling about this and feedback to Dave Cooper. It was agreed NV would repeat the student voice activity she had carried out previously after the 5th June.</p> <p>4.7 Parental survey will be discussed under AOB.</p> <p>4.8 Colin Cattnach advised that TBSS use the Ofsted survey but have asked questions regarding placements, etc in the student survey.</p> <p>4.9 The consultation of the school day meeting had been cancelled.</p> | <p>Clerk</p> <p>NV</p> |
| 5. | Chair of Governors verbal report | |
| | <p>CT shared key points from the last Trust Board meeting:-</p> <ul style="list-style-type: none"> • Diana Allez had been appointed Chair of Governors at Aspire. • There had been a discussion regarding school email addresses for governors. • A paper regarding supporting the rate of progress at SBL was agreed. | |

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| | <ul style="list-style-type: none"> • The Business Director had produced a paper with regard to the new National Funding Formula. As a rule, schools within the Trust are likely to receive some increase in funding with the exception of TBSS. It is unclear what will happen with IKB at present. • TBSS had experienced their first Ofsted inspection. DG had been involved in the process and CT had been present at the feedback. It had been a thorough, rigorous and challenging process with a heavy focus on data relating to progress and attendance. The Inspector wanted to see that the school had exhausted all avenues with regard to attendance. IKB has a procedure in place and has used intervention from the Local Authority, fines etc. At the feedback there were comments relating governance challenge. Some of the items raised will be discussed at the IKB Away Day. <p>The planned items for the Away Day are a briefing from the TBSS Ofsted inspection, planning for the IKB Ofsted, a review of the SEF and SDP (progress), effectiveness of governance and the skills audit. In preparation:-</p> <ul style="list-style-type: none"> • DG has put together a preparation for Ofsted plan which includes governors. • Please complete the skills audit to allow time for processing. • How have governors impacted on the students? Need to give this some thought, for example how have governors been involved in the preparation of the SEF, coaching etc? • Need to address the effectiveness of governance. There was a suggestion for a questionnaire to be circulated in the next few weeks. The Trust R&S Committee is looking at governance evaluation, including the Governance Quality Mark. There is a powerful steer to the NGA model for governance effectiveness. • RG asked if the WMAT would get an Ofsted inspection. This could happen. DG will investigate whether there is a framework for doing this. The LGB would like to ensure that the WMAT is also working effectively. • A parental survey will be circulated. See AOB item. | DG |
| 6. | Finance Update | |
| | <p>IKB will end the year with a surplus, but not as much as originally planned. This was due to some items being omitted and the clawback of £89,000 on funding. Some of the omissions were central, others had not been budgeted for by the school such as legal fees, administration (copying), electricity, cleaning, insurance and rates. Other costs were under-estimated including recharges to Wellsway for teaching and the school minibus.</p> <p>More regular accounts are now received and the school has learned from experience. IKB is likely to end the year with approximately a £30,000-£50,000 surplus and has £129,000 in reserves.</p> | |

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| | <p>The budget will be very tight next year, partly due to the decreasing start-up funding. DG was confident that we have a thorough and secure budget. £19,000 still needs to be found to set a balanced budget and the minibus is the only thing left to cut. Prospective parents are being advised that transport is not guaranteed. The Buglar bus has cost £180 per day and the intention is to replace this with a six/seven seater taxi. The school has been looking at extending the minibus route. RD asked if there were any other schools IKB could share transport with. There is already a student on the Wellsway Queen Charlton bus.</p> <p>There is a need to put aside £26,000 (2.5%) into reserves which has been determined by the WMAT. Governors asked if student numbers were higher than that budgeted for, when funding would be received. Not until the next financial year. IKB will be asking for a budget reset in September. DG will also be formally requesting a draw against reserves on a temporary basis to reconfigure a new teaching space.</p> | |
| 7. | Principal's Report | |
| | <p>The report had been circulated prior to the meeting. Questions and comments were invited:-</p> <ul style="list-style-type: none"> • A couple of students had been lost from Year 12. There are still some students struggling with work placements in Year 12. • Clare Barclay is leading on an event for business links. • There will not be any study leave. The 16th June is the last day for Year 11. There are only two exams after that date. • Induction day is Friday 19th May and governors are welcome. 68 applicants have been invited to join Year 10. • Predicted grades continue to improve. • Governors asked about Campbell Reith. They are a construction company and have taken a student on placement. • The first football match will take place on Thursday 18th May after school against TBSS at IKB. It will be a good opportunity for students to welcome guests, build teamwork, etc. • SH's involvement with the learning walks as detailed within the SEF was much appreciated. • The school will be fully staffed from September with the appointment today of a Physics teacher. • It was hoped to employ additional admin to support exam work, SIMS, attendance and the census, but this will not be possible due to financial constraints. • DW will be attending a data conference next week. <p>CT asked about school events which could be supported by governors. Friday 26th May is the leavers' assembly and Tuesday 27th June is Year 12 taster day. Governors would be welcome for staff voice and student voice activities to help to determine students' views on offsite education provision, work provision, and safeguarding, etc. RD was invited to attend a wellbeing meeting. DG will advise all governors of the dates/times of these events.</p> | DG |

DW provided a paper on data. Review five provides the most up to date information. The progress figure needs to be a positive value based on accurate predictions. Some caution was advised as this is a new government system which covers a small number of students (19). The school is putting interventions and strategies in place to maximise students' potential. There is one persistent non-attender which has a 0.2 impact as he/she represents 5% of the cohort.

CT highlighted some individual figures which were still troublesome. DW advised that the cohort does struggle with English, but worryingly this has been dropping by review. IKB is using the WMAT to ensure their predictions are accurate, but the majority of students are on the borderline. Governors wanted to see students supported as much as possible. NV asked if there was coursework. No, no coursework and no previous data to work against as this is a new system. Therefore the school is maximising support and intervention including support from a teacher at SBL, working on examination technique, looking at the structure of lessons (pedagogy) and some lessons taught by Matt Reid. IGCSE English does not count in the attainment 8 score and is not used at IKB. It is applicable for this year only in the Post-16 retakes.

Governors were pleased to note from the PP information that the gap is closing.

Looking at individual classes Computing is struggling with one persistent non-attender and PE at Wellsway is a particular problem. The ECDL has its last exam tomorrow and the school will be working 1:1 with students for resits where required.

An increase in Year 11 attendance was reported. There are specific issues which are all being challenged. See commentary. One student in Year 10 has been missing afternoon sessions due to a medical complaint, but after half-term worked will return to full days. There has been an emergency review for one child on an ECHP for possible permanent exclusion. RD asked if being a school refuser was grounds for exclusion. No this is not the case. This student has been part of our safeguarding investigations.

Behaviour is improving as reported to the governors at the start of the meeting.

The Year 13 headline figures are positive apart from the academic progress. The figures used are based on the top 25% nationally as the goal is for aspirational targets. The BTEC double in Engineering and Construction comes under technical, whereas applied relates to singles such as Engineering and Science, and academic is AS and A Levels. The technical subjects show an increasing trend. The applied is one class of five students and is holding level. Academic is dropping by half a grade. DW would hope that the value added, which relates to the quality of provision, could all be positive. Maths is showing some improvement after the reshuffle. Intervention is in place for Maths and Physics. There

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| | <p>was a discussion about the cultural development as students move through the school to post-16. It was suggested to have someone working on planning and study skills next year.</p> <p>RD wanted to understand the situation with homework and marking. DG responded that this was being worked on this term and there is a need to look at quality feedback and consistency in homework from September. The aim is to embed procedures with current staff so that they are the norm for new staff and students from September and it will form a very important part of the induction process for teachers and students. Benefits will come through when students progress into Sixth Form.</p> <p>Safeguarding update – statistical data will be reported in the Principal’s report in future. Some individual concerns were discussed. RD asked how much information was received from previous schools when students transfer mid-year. Not much information is readily available. Colin Cattnach the Principal at TBSS had carried out a safeguarding review and RD will review the actions when the report is received.</p> | RD |
| 8. | Pupil Premium Paper | |
| | <p>A paper was circulated. Questions were invited at the meeting and via email. The document shows what is done at IKB and the high impact strategies being utilised. As the school grows there is an indication of plans for the future and an outline of current students including an impact statement. The figures were prepared using targets and the Easter review. The document will be updated a couple of times a year. Years 11 and 13 students will show actual results and ongoing support into KS5.</p> | |
| 9. | Safeguarding Review | |
| | See item 7 above. | |
| 10. | Risk Register | |
| | To be reviewed at the next meeting. Clerk for Agenda. | DG NV Clerk |
| 11. | Any Other Business | |
| | <ul style="list-style-type: none"> • DG provided an LGB policy list and review dates. • Clerk to update spreadsheet on the GVO for WMAT policies. • Draft Home School Agreement circulated and comments invited by the 26th May. • More policies will be circulated at the next meeting. • A parental survey paper was circulated. The school is looking to parents to help prioritise features of the school via an electronic and paper survey. The results will be used to inform the SDP. There was a suggestion to add a physical and mental health education item. It was also suggested to split the question regarding supporting students to secure employment and university into two questions. Comments please to CT within a week. English is highlighted as it is not a STEM subject. NV provided some questions used previously. | <p>Clerk All</p> <p>Clerk for Agenda</p> <p>All</p> |

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| 12. | Date of next meeting | |
| | 15 th June 2017 – apologies RD. | |

Meeting closed at 9.00 pm

Action Record – Exclusions Basis

| | Action | By Whom | Meeting Date | Due Date |
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| 1 | DG to ask Clare Barclay to assist with finding an industry-based governor | DG | May 2017 | ASAP |
| 2 | All to send skills audits and training certificates to the Clerk as soon as possible | All | May 2017 | Urgent |
| 3 | Clerk to send DW information on meeting attendance and declarations of interest | Clerk | May 2017 | Urgent |
| 4 | NV to determine a date for student voice activity after the 5 th June | NV | May 2017 | ASAP |
| 5 | DG to investigate Ofsted inspection of MATs | DG | May 2017 | June 2017 |
| 6 | DG to circulate dates of activities for governor involvement in school | DG | May 2017 | ASAP |
| 7 | RD to review actions of safeguarding review when available | RD | May 2017 | June 2017 |
| 8 | DG/NV to review risk register | DG NV | May 2017 | June 2017 |
| 9 | All to comment on draft Home School Agreement by the 26 th May | All | May 2017 | 26 th May |
| 10 | Clerk to ensure risk register on the next Agenda | Clerk | May 2017 | June 2017 |
| 11 | Policies to be on the next Agenda | Clerk for Agenda | May 2017 | June 2017 |
| 12 | Comments on the parental survey to CT please | All | May 2017 | One week |