

**IKB Local Governing Body
Meeting
10th November 2016
6 pm at IKB**



THE IKB STUDIO SCHOOL

Minutes

MEETING TITLE	IKB Local Governing Body Meeting
DATE OF MEETING	10 th November 2016
MEMBERS PRESENT	(IA), (RD), (DG), (SH), (CT) – Chair, (NV), (TW), (DW), Sue Holdaway - Clerk
MEMBERS NOT PRESENT	(NM)
DATE OF NEXT MEETING	19 th January 2017

Executive Summary

1. It was noted that the DfE would be carrying out an inspection the following day.
2. Governors were presented with information and data to support the Principal's report.
3. There was a discussion around SEND and how best to fill the role of SENCO for the next academic year.
4. The Admissions Policy was discussed in detail and amendments agreed.

		Action
1.	Welcome and Apologies - Quorum	
	All were welcomed to the meeting. The meeting was quorate. Apologies were accepted from NM. There were no declarations of interest.	
2.	Governance Issues	
2.1	Scheme of Delegation This had been approved at the last Trust Board meeting. The Business Director is amending the Terms of Reference to go to Board in December. RD highlighted some areas for clarification and passed these to the Chair. Governors were requested to forward any other comments to CT. A strategy session (including governance) is planned for the Trust Board in January. Governors noted that the ethos and values of the academies needed to be aligned to the Trust. They asked about the Trust vision and where this could be accessed. POST MEETING NOTE: The Trust Strategy document is on the GVO and the Vision and Values are on the WMAT website.	

<p>2.2</p>	<p>Statement on racism, safety/welcome of newcomers to the school community</p> <p>This statement had been requested by the Board. The governors noted that an Anti-bullying and Behaviour Policy were in place. DG reported that since the school had opened:-</p> <ul style="list-style-type: none"> - One student in Year 12 had reported a bullying incident (not racial or sexual). This had been resolved. - There was one Year 10 incident outside of school involving social media. The police had been informed and the school had a monitoring role. - One student in Year 11 had received a fixed term exclusion relating to bullying (not racial or sexual). There was a reintegration meeting prior to the student returning to school. <p>Student Voice stated that none of the students had experienced bullying, but they were confident in the reporting procedure and that the school would take the necessary action if it was to occur. PSHE lessons discuss bullying and how to report incidents.</p> <p>CT agreed to prepare a statement for the Board.</p> <p>Governors asked if the school had a record of student diversity. The school census records students' nationality, ethnic group, home language and first language (in their formative years). The School Improvement Plan has an item to allow students to experience other cultures as part of the PSHE programme.</p>	<p>CT</p>
<p>2.3</p>	<p>Prevent Training and Keeping Children Safe in Education</p> <p>Governors were reminded of outstanding items and asked to sign a record sheet.</p>	
<p>2.4</p>	<p>Governance Plan</p> <p>The Clerk was requested to circulate the WMAT Agenda plan document so that governors could look to additional items relating to IKB. This will be revisited at the away session later in the year.</p> <p>CT asked if there was any feedback to the Governance Development Programme. RD asked if the programme could include some training related to income streams - how the WMAT gets its money and how it is distributed. SH said some training which helps us understand the key features of strong teaching/school self-evaluation would be welcomed.</p>	<p>Clerk</p> <p>Clerk to R&S Cttee</p>
<p>3.</p>	<p>Minutes of Previous Meeting 15th September and Matters Arising</p>	
	<p>The Minutes were agreed as an accurate record of proceedings. From the Action Record:-</p> <ol style="list-style-type: none"> 1. Annual Declaration of Interest forms brought to the meeting. 2. The school calendar was circulated at the meeting. The Parents' Evenings after Christmas will be split into individual year groups. The reporting process has been aligned within the WMAT. 	

	<p>3. Training record updated and governors' development plan discussed.</p> <p>4. Safeguarding training - RD and DW will discuss and arrange.</p> <p>5. Discussed. See item 3 above.</p> <p>6 Scheme of Delegation discussed above.</p> <p>7 Governance plan discussed above.</p> <p>8 Board statement discussed above.</p> <p>9. and 10. Governor Profile statements – CT will take to the CEO. When approved will go on the school website with photographs. POST MEETING NOTE: suggestion a complete governor package is given to the CEO with all elements for the website.</p> <p>11 Final Health and Safety Audit not yet received. RD and DG agreed to speak to the Business Director.</p> <p>12 GLM quality mark – the first two sections were distributed. The Clerk had completed some evidence and governors were asked to look at where further input would be required. It was agreed this could be tied in with the Agenda setting exercise above on the Away Day. It provides a record of LGB questioning the school and self-evaluation but a potential challenge of uniformity within the WMAT . CT agreed to discuss further with the CEO. There was also some concern in relation to time involved in creating and updating the document.</p> <p>14 Parental feedback incorporated into the SEF review.</p> <p>15 Governor Interaction Form. The LGB need to look at the recommendations.</p> <p>16 and 17 AS figures (Maths and Product Design) for benchmarking. Headlines. AS in Maths underperformed. A grade 11.76%, national 36.9%. B grade 17.65%, national 55%. The school is aware of the under-performance and measures have been put in place. In Product Design A grade none, national 12%. Grade B 7.7%, national 30%. Grade C 69.23%, national 52%. These figures show underperformance at top grades and better than national at lower grades ie a pass rate better than national average. These figures do need to be put into the context of the cohort.</p> <p>18 Resit results not yet available. Three resits were entered for English, none in Maths. Results are anticipated in January. One student did not sit the exam.</p> <p>19 Pupil Premium is on the Agenda.</p> <p>20 Staff handbook provided by RD and passed to DG.</p> <p>21 Action column on SDP completed.</p> <p>22 Admissions Policy on the Agenda.</p> <p>23 Review dates identified.</p>	<p>RD/DW</p> <p>CT→CEO</p> <p>RD/DG</p> <p>CT→CEO</p>
4.	Chair of Governors' verbal report	
	<p>CT discussed the WMAT Conference. He stated that Rebecca Clark, RSC gave a presentation focussing on the aspiration to improve all schools within the south-west. She was looking for excellence not national average.</p> <p>A provisional date of Friday 7th July was agreed for a strategy event.</p> <p>Trust Board Executive Summary July 2016:</p> <p>1. The Board asked the CEO to add an item of challenge to her report which each of the Trust schools face, together with how</p>	<p>All to Note</p>

	<p>the Trust is monitoring and mitigating these challenges and how the Board could support this.</p> <ol style="list-style-type: none"> 2. The Board accepted the Finance and Resources Committee's recommendations for the appointment of directors and allocation of future profits for the new trading company. 3. There was a detailed discussion regarding SBL. The CEO and Chair of the Finance and Resources Committee will attend the next Local Governing Body meeting. 4. The Board agreed they would like Principals to give a half-hour presentation to future Board meetings, starting with SBL. The CEO would work on a structure/template for this. 5. The budgets for 2016-17 were approved subject to the approval of a 2-year recovery plan for SBL at the next Board meeting. 6. DG delivered a presentation on studio schools. 7. It was agreed that the IKB studio school could change its name subject to the outcomes of conversations with Stone King and the Studio Schools Trust. 	
5.	Finance Update	
	<p>The finance report had been circulated. The following items were highlighted:-</p> <ul style="list-style-type: none"> • The minibus is a large expense at £27,000. • There is a predicted surplus at the end of the year. • There will be a £67,000 clawback due to Post-16 student numbers. • The school is still pursuing the EFA money from the start-up fund. 	
6.	Principal's Report	
	<p>The Principal's report had been distributed prior to the meeting. The following items were highlighted:-</p> <ul style="list-style-type: none"> • Behaviour is being managed. Students have settled well. • All staff have had performance management reviews and targets have been set. • There are currently 49 applications for Year 10. The PAN is 70, but the school are seeking to admit 60 students. As an over-subscription is anticipated the Admissions Policy will be key. • The school will now actively focus open evenings on bespoke Year 12 events. • A DfE visit is scheduled for tomorrow. A programme of lesson observations, student voice, Year 10 work scrutiny, and meetings with the CEO, DG, CT and DW have been arranged. Feedback will take place at 4.00 pm and a report will be circulated to governors. • One student has been refused a place in Year 10. The PAN is 70 but there are currently 22 students in each class set up for 20. A formal appeal is taking place. The student has been home educated since September 2015, he does not have an EHCP and is a former Wellsway student. He wants to be a farrier (no STEM focus). His parents want smaller class sizes and a career work placement. Governors were asked to consider whether the school has the correct admission numbers. These are set two years in advance and consideration is needed now for February 2017. We could either 	

	<p>take the immediate decision to admit the student or alternatively move to an appeal. Legal advice suggested that the school's case would be weakened because our Year 10 numbers are below PAN. However it could be shown that any further increase in student numbers in Year 10 will have a detrimental effect on the education of existing students. We would ideally need several more students so that we could start another group and employ another teacher. As a small school, taking one extra student would be difficult. It was agreed to proceed to appeal.</p> <ul style="list-style-type: none"> • A trial morning had been planned for a student with an EHCP to enable the school to assess his needs, but he did not turn up. If his EHCP names IKB, the school will have to offer him a place. • The feedback from the Year 11 parents' information evening had been very positive. Staff delivered presentations on how parents could support students in core subjects. Students were provided with individual flight paths. • The school had looked at the performance of IKB students in Wellsway classes. Under-performance in Geography, History and German will prove a challenge. • No decision has been received regarding Studio Schools and EBacc. • One safeguarding incident had taken place out of school involving one student. The school is monitoring the situation. • There will be one Design Technology teacher vacancy from January which is a difficult time of year for recruitment. • Work scrutiny showed good marking and students working on feedback provided. • Only 24 of the 47 in Year 12 have a secured work placement. The aim is to get them all arranged by Christmas. Admin support is needed to assist the capacity of the placement co-ordinator working with increased student numbers. • The student involved in a behaviour panel in September is showing improvement. RD will be involved in supporting a review. • The school has identified the need for a TLR responsibility in Science and DT/Engineering to review curriculum developments. This could be an existing employee or a new colleague from recruitment. • DT technician time from within WMAT is working well. 	
7.	SDP/SEF Monitoring Report	
	<p>This is on the GVO. The school is making progress. The following were noted:</p> <ul style="list-style-type: none"> • Assemblies are being used to develop the school values. • Banners have been produced with the new IKB logo. • The CPD plan addresses some of the issues within the SDP. • Attendance is an area of focus. • Coaching has begun. • The Student Council ballot is taking place across the year groups and proving popular. Students have also been introduced to Keynsham Now Youth Council Parliament and a number have put their names forward. 	

	<ul style="list-style-type: none"> Local Authority input has been utilised regarding fixed penalty notices for poor attendance. Curriculum mapping was the focus of an INSET day, building links between subject skills. Staff have an electronic mark book on their iPads. Year 10 reading ages have been tested. There was a CPD twilight session to look at what these ages mean and differentiation within the classroom. <p>Presentations to governors on progress are planned. CPD will be on the next Agenda.</p> <p>It was agreed to revisit student numbers after Christmas, looking at how additional classroom space can be accommodated and financed. It was felt that 230-240 was the correct number for the current rooming.</p> <p>Review data and results</p> <p>Y10 and 11 data was provided at end of term 1. At the next meeting data will be available for Years 12 and 13. Governors were advised that attendance at KS4 was 93.3%. Progress 8 review zero for Year 11 only. Attainment 8 was pushing towards a grade 5, which is a B-/C+ in old measures. In English and Maths there are quite a lot of students on the borderline. Year 11 mock results will not be provided in lessons, but via a mock conference which will look each individual's performance, future education/career path, attendance, catch-up sessions, etc.</p> <p>Governors asked if they could be provided with national averages. DW advised that a progress score of 0 is the national average. These figures could be provided for English and Maths. Review 1 in 2015 Progress 8 measure for Year 11 was -1.8. Review 1 for the current Y10 is very similar at -1.87. Attainment 8 in Review 1 was 2.75 and for Year 10 3.7. Review 1 A*-C (9-4) Maths 10% for Year 11 currently at 20% English 38% with Year 11, current Year 10 43%.</p> <p>Attainment academic level current Year 12 at 20.52, target in Sixth form 27.25. Ten points is a grade. Technology levels 51 target currently around 47/48. Will be presented graphically going forward.</p> <p>It was agreed that target setting will be on the next Agenda.</p>	Clerk for Agenda
8.	SEND Report	
	<p>Report circulated and discussed. Governors asked how many students had an EHCP. There is one student in Year 10, one in Year 12 and one in Year 13s.</p> <p>A handwriting group has been set up for Year 10. Staff received training following the reading age testing.</p> <p>There is a need to look at the SENCO post next year. At present the SENCO is on a TA salary with an allowance. Inclusion support has been welcomed from the WMAT. There was a request for SH to speak to DG</p>	

	<p>prior to the next meeting regarding SEND to reach joint/agreed understanding on the findings of SH's last visit.</p> <p>POST MEETING NOTE: Following the visit from Andrew Weymouth, the meeting between SH and DG could also usefully agree a visit plan for 2016/17 to set the foundations for Ofsted in 2017/18.</p>	SH/DG
9.	Pupil Premium Plans	
	<p>Governors were provided with a proposed Pupil Premium spending plan handout. Governors asked if this would close the gap. It would provide targeted intervention and prioritise Year 11 attendance issues.</p> <p>Governors queried whether PP funding was an item on the budget. The PP income recorded was half the amount provided on the spending plan. DG agreed to speak to the Business Director.</p> <p>Subject to the above, the plan was approved. It will go onto the website.</p>	DG
10.	Policies	
	<p>Admissions Policy</p> <p>The Policy was adapted from the TBSS original to make it more academic and STEM focussed. There has been a change in emphasis towards the more academic and the name studio school has been changed. We are still a studio school. Governors asked if there will be a WMAT Admissions Policy. DG advised that Admissions will be an LGB policy. However it was noted that the Scheme of Delegation shows the Board as having this responsibility. DG agreed to send out a policy schedule showing WMAT and LGB policies.</p> <p>2018 is the earliest admissions can be changed. The school plan is to consult on 60, 60, 90, 90 expected numbers with an assumption that all of Year 11 progress into Year 12 along with an additional number of students from other schools. A consultation on changes to student numbers will be publicised on the website and feedback taken.</p> <p>The school has opted out of the Local Authority admissions and runs its own however it does have to comply with the underlying code. On page 3 the school wanted to put that "Applications into Year 10 will be limited to 20 students from any one school" however this would be challenged by the adjudicator. It was therefore suggested that this paragraph is left out for consideration by the Trustees.</p> <p>POST MEETING UPDATE: further correspondence from our legal advisor indicates that we can add this sentence and the draft policy will be forwarded to the legal advisor for comment with this in mind.</p> <p>The timetable for applications into Year 10 is currently the 31st October. The Policy says the 28th February. The school proposed to move this date back to the 31st October. Based on current applications the school should be full at that date. It was noted that Year 12 applications in reality are determined once GCSE results are published.</p> <p>The LGB agreed these proposals.</p>	DG

	<p>It was agreed to remove the specific admissions criteria on page 5 and state that it is recorded on the school website.</p> <p>The school catchment is within a 15 miles radius. It was agreed to provide a map within an appendix.</p> <p>Governors requested 'statements' were changed to 'EHCPs'.</p> <p>Governors asked if after the deadline applications would be looked at to balance the intake and whether there was a way of making a positive statement in this area. DG will enquire about gender balance.</p> <p>Governors asked about signing off of policies. The approval path is shown on document and there will be a signature box, similar to WMAT policies.</p> <p>Governors wanted to see policies identified on the risk register.</p>	DG
11.	Risk Register	
	This item was deferred to the next meeting.	Clerk for Agenda
12.	Any Other Business	
	None.	
13.	Date of next meeting	
	Thursday 19 th January 2017	

Meeting closed at 8.30 pm.

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1	CT to provide statement for Board	CT	Nov 16	
2	Clerk to circulate WMAT Agenda Plan	Clerk	Nov 16	
3	Clerk to take Governors' Development Plan suggestions to R&S Committee	Clerk	Nov 16	
4	RD/DW to arrange safeguarding training	RD/DW	Nov 16	
5	CT to discuss governor package with CEO once all elements are completed	CT→CEO	Nov 16	
6	RD/DG to speak to Business Director regarding Health and Safety Audit report	RD/DG	Nov 16	
7	CT to discuss GLM quality mark exercise with CEO	CT→CEO	Nov 16	
8	Provisional date set for strategy event 7 July	All to Note	Nov 16	
9	Clerk to ensure CPD presentation on the next Agenda	Clerk	Nov 16	
10	SH/DG to discuss SENCO post	SH/DG	Nov 16	
11	DG to speak to TH ref PP item on school budget	DG→TH	Nov 16	

12	DG to send out a policy schedule showing WMAT and LGB policies	DG	Nov 16	
13	DG to enquire about gender balance on school intake	DG	Nov 16	
14	Clerk to ensure Risk Register on the next Agenda	Clerk	Nov 16	