

**IKB Local Governing Body  
Meeting  
15<sup>th</sup> September 2016  
6 pm at IKB School**



**THE IKB STUDIO SCHOOL**

## Minutes

<b>MEETING TITLE</b>	<b>IKB Local Governing Body Meeting</b>
<b>DATE OF MEETING</b>	15 <sup>th</sup> September 2016
<b>MEMBERS PRESENT</b>	(IA), (RD), (DG), (SH), (NM) - Chair, (NV), (TW), (DW), Marina Georgiadi - Clerk
<b>MEMBERS NOT PRESENT</b>	(CT)
<b>DATE OF NEXT MEETING</b>	10 <sup>th</sup> November 2016

### Executive Summary

1. The examination data was analysed and some additional information requested.
2. Governors discussed the SDP document. This will be reviewed at every other LGB meeting.
3. There was a discussion regarding the key risks and their impact on the school.
4. Key items identified from the Health and Safety inspections were discussed. The school will focus on the red and amber highlighted points from the B&NES inspection.

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies - Quorum</b>	
	All were welcomed to the meeting. Apologies were accepted from CT. The meeting was quorate.	
<b>2.</b>	<b>Governance Issues</b>	
<b>2.1</b>	Annual Declaration of Personal and Business Interests – annual update of forms. Please complete and return to the Clerk as soon as possible.	<b>All governors</b>
<b>2.2</b>	Election of Vice Chair – NM was elected Vice Chair.	
<b>2.3</b>	Governor roles assigned – RD Health and Safety and Safeguarding, SH Pupil Premium, SEND and Looked After Children, CT/DG Finance.	
<b>2.4</b>	School academic year calendar – distributed. More dates will be added, including Parents' Evenings. Governor involvement and focus for school visits – SEF plan previously shared with governors. Possible opportunities for visits include term 2 student voice involvement, term 3 work scrutiny marking and assessment, term 4 student pursuit – a day in the life of ..., term 5 behaviour for learning	<b>DG/DW</b>

<p>2.5</p> <p>2.6</p> <p>2.7</p>	<p>attitudes. Initial interest was shown by NV for term 2 student voice, TW for term 3 work scrutiny, SH for term 4 SEND focus, and NM for term 5.</p> <p>Governor Training – DW and RD attended Prevent training. NM completed radicalisation training. DW is organising one day safeguarding training for RD. RD to provide possible dates. CT/Clerk to discuss what governor training is available to the WMAT.</p> <p>Scheme of Delegation – finalised information awaited from the WMAT. CT will bring to the next meeting. Governance plan also appears to be required. Ofsted likely this academic year.</p> <p>POST MEETING NOTE: update to be provided on governance plan at next LGB following conversation with CT.</p> <p>Statement on racism, safety/welcome of newcomers to the school community – CT to seek clarification from Clerk what is required. CT to bring to next meeting.</p>	<p>Clerk</p> <p>RD</p> <p>CT/Clerk</p> <p>CT</p> <p>NM</p> <p>CT/Clerk</p>
<p><b>3.</b></p>	<p><b>Minutes of Previous Meeting 30<sup>th</sup> June and Matters Arising</b></p>	
<p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p>	<p>Profile statements required from all governors by next meeting please.</p> <p>NV and IA looked at governors’ sections on other schools’ websites. There was a request for CT to speak to AAR regarding this.</p> <p>Health and Safety audit information to follow.</p> <p>NV liaising with Clerk regarding GLM quality mark and WMAT level responses. Findings will be shared with CT.</p> <p>Decision to stay with BTEC Construction in the short term. The move to City and Guilds would be costly. There was a point made that this would not be cost-effective as it only attracts a few students.</p> <p>DG has parental feedback which will be incorporated into the SEF review.</p> <p>Actions plans and school improvement on Agenda today.</p> <p>Governor visits discussed above. NV will send visit forms to Clerk.</p>	<p>NV</p> <p>CT</p> <p>RD/DG</p> <p>Clerk</p> <p>DG</p> <p>NV</p>
<p><b>4.</b></p>	<p><b>Chair of Governors’ verbal report</b></p>	
	<p>CT was unexpectedly absent from the meeting.</p> <p>DG advised that students had settled well at the start of the term and there had been positive feedback from students and parents. Attendance and uniform were excellent. Four Year 10 boys have been slightly disruptive. The new member of staff with a behaviour responsibility is settling into the role.</p> <p>A report on examination results is on today’s Agenda.</p> <p>Recruitment - Year 10 is 42, with one student on the reserve list.</p> <p>DG met with Tim Howes, Business Director, regarding lower than anticipated Year 12 numbers. There are 46 students on roll which is approximately 20 lower than anticipated.</p>	

	<p>There are still some students expressing an interest and it is hoped that numbers will reach 50. Going forward there will be a strong recruitment from current Year 11. IKB is advertising strongly via radio, paper and banners. The school was felt that the WMAT missed the window of the GCSE week for marketing IKB. Open Evening is 5<sup>th</sup> October. Governors are welcome.</p> <p><b>POST MEETING NOTE</b> Executive Summary from the Trust Board meeting last set of approved Minutes:-</p> <ol style="list-style-type: none"> <li>1. It was agreed that the Chair and CEO would arrange an additional strategy session to address the issues raised within the White Paper.</li> <li>2. The Board agreed that the CEO should proceed with discussions regarding new converters/ joiners highlighted at the meeting.</li> <li>3. The Board supported a review of consistent procedure within schools of sexual harassment and sexual violence following the BBC report of the Commons Committee inquiry.</li> <li>4. The simplified risk register and draft policy will go to a senior staff workshop next week and then to the next Board meeting for approval. MB was thanked for his support in this area.</li> <li>5. The Finance and Resources Committee will be looking to recruit directors for the new trading company and a recommendation to the next meeting for allocation of profits. They will also look at spending reporting to the Board.</li> <li>6. The Safer Recruitment Policy and checklist for managers were approved.</li> <li>7. The recommendations of the Staff Wellbeing Report and Trustee and Governor Training Paper were agreed.</li> </ol>	
<b>5.</b>	<b>Headline examination results and analysis</b>	
	<p>DW circulated a document. The first page related to KS4 overall school measures. The graph represented figures relating to Review 6. A slight dip was recorded, but this was the first time students had completed testing under full examination conditions.</p> <p>Governors asked how students were prepared for these examinations. Teachers have worked with Year 11 on preparation and there has been coaching for students. There will be two mock examinations, including walking talking mocks and a mock conference. On a day to day basis students have been working on concentrating in lessons for extended periods of time without teacher interaction. Mr Ewins has been appointed with a Teaching and Learning responsibility. There will also be support and liaison with the WMAT Directors of Learning for English and Maths,</p>	

	<p>including analysis of examination papers and input into intervention sessions.</p> <p>DW presented the new style of progress data the school is using to track individual students.</p> <p>It was noted that the KS5 results could not be published as they are two year courses. Progress and reporting will follow the same process as KS4 with tracking throughout the academic year. Students with U grades (all of which are on contracts) have had a discussion with DG/DW regarding transferring to A2.</p> <p>It was noted that the appeal on the Product Design results was successful and the school's grades reinstated.</p> <p>Governors challenged the AS Mathematics results. This is an area of focus for the school. Governors asked what the school is doing to improve the situation. School/student contracts are in place and a new, experienced teacher has been employed. The school also felt that the facilities in the new building were more conducive to learning and progress. Governors asked the Principal for regular updates on progress with Maths.</p> <p>Governors also asked for national AS figures for benchmarking. These will be provided for the next meeting.</p> <p>Governors asked about the performance in the GCSE English and Maths re-sits. This information will be provided. There is one Year 13 student taking GCSE Maths and he/she is being supported to achieve a Grade C.</p>	<p><b>DW</b></p> <p><b>DW</b></p> <p><b>DG/DW</b></p>
<b>6.</b>	<b>Principal's Report</b>	
	<ul style="list-style-type: none"> <li>• Governors were advised that the majority of students who had left had moved on to do apprenticeships.</li> <li>• Review 6 showed good progress was being made.</li> <li>• There had been a celebration assembly at the end of term 6. The winning House had a reward visit to Weston-Super-Mare.</li> <li>• Student voice work is scheduled for this week with the WMAT Director of English.</li> <li>• The Pupil Premium gap is in line with national statistics. Governors will be updated at the next meeting.</li> <li>• There was a discussion regarding the capacity of the building. It is already feeling full and 200-300 students will prove challenging. The group rooms are too small to use as classrooms. It may be necessary to look at moving walls during the next academic year. This will need to be looked at in conjunction with timetabling for IKB/Wellsway/SBL. It will also need to be noted on the</li> </ul>	<p><b>DW/DG</b></p>

	<p>risk register due to the financial implications. Governors asked why space was a problem. The model of the building was based on students being absent for periods of work placements. Governors asked if there could be EFA funding available for a possible extension. This will need to be investigated. Successful recruitment could be impacted. It was agreed to look again at student numbers early in the new year.</p> <ul style="list-style-type: none"> <li>• There has been one 2-day exclusion.</li> <li>• Governors were provided with a safeguarding update.</li> <li>• Mr Ewins will be providing fortnightly professional development opportunities for staff.</li> <li>• DW had completed safeguarding and Health and Safety training.</li> <li>• Two employees left. Exit interviews were offered. One went to university to complete a Masters, the other reached the end of his/her contract.</li> <li>• The school was mindful of the pressures the newly qualified teachers (NQT) faced in Maths and English last year. The NQT this year is in the Technology team and she has been given time off timetable to help her to settle in and a teaching mentor.</li> <li>• A governor asked about a staff handbook. This had been provided last year, but was not available yet this year. RD said he would provide a copy of SBL's handbook as a guide.</li> <li>• The school leadership team has now increased to five members of staff with TLRs who are invited to eSLT meetings.</li> </ul>	RD
<b>7.</b>	<b>SDP/SEF Monitoring Report and Action Plans</b>	
	<p>The Chair had asked DG to produce the SDP as a document of what could be done differently. This was distributed to the meeting.</p> <p>It was noted that action plans were highlighted, but there was a suggestion to include a column to provide information that the action had been completed and when.</p> <p>A governor asked how often the document would be reviewed. It was agreed that DG would bring the updated document to every other LGB meeting. Key personnel could be asked to present the progress in their areas to governors.</p>	DG
<b>8.</b>	<b>Year-end evaluation of impact of intervention and pupil premium spending</b>	
	<p>This item was discussed at the previous meeting. Details of PP spending are on the school website. PP students are being tracked and it is a school priority to close the gap.</p>	

	<p>DW provided an overview graph. 70% of PP students are making progress at present. All students were baseline tested on joining IKB to determine intervention required to support them.</p> <p>A governor asked how information regarding progress is shared with parents/carers. The information is reflected in the individual student's reports. Many parents find it difficult to understand the new reporting measures, but find the graph an easier system to understand.</p>	
<b>9.</b>	<b>Risk Register</b>	
	<p>The Principal asked if governors felt they were receiving enough information. There could be a risk of governors not having detailed information. Governors were happy with the detail contained within the sheet circulated.</p> <p>A discussion followed and the key points included:-</p> <ul style="list-style-type: none"> <li>• Student recruitment remains a significant financial risk and will be closely monitored.</li> <li>• The Admissions Policy does not fit the school model. This will be brought to the next meeting. It will need to be finalised prior to the next Open Evening. At present there is no cut-off date for example for the admission of Year 10.</li> <li>• Compliance with legislation is largely a WMAT role which incorporates clear policies, monitoring of the website and updated safeguarding guidance. It was noted that it was not clear what needed approval from the Local Governing Body and when.</li> <li>• The WMAT is currently reviewing Trust wide policy responsibility starting with statutory policies. DG circulated a list of policies the school is still responsible for. DG will work through these policies and identify review dates.</li> <li>• It was agreed that the most severe issues are the Year 10 recruitment and development/growth issues.</li> </ul>	<p><b>Clerk for Agenda</b></p> <p><b>DG</b></p>
<b>10.</b>	<b>Health and Safety including Minutes of joint meeting</b>	
	<p>RD provided a summary of the joint meeting business. It was agreed to have a joint Health and Safety meeting with Wellsway for the whole campus on an annual basis and three internal meetings per year. Dates have yet to be confirmed.</p> <p>B&amp;NES had carried out an external inspection during the summer and their points were graded on a traffic light system. The school will focus on the red/amber identified areas. The WMAT will need to look at a possible service level agreement.</p>	

	<p>Key items identified from inspections include:-</p> <ul style="list-style-type: none"> <li>• Traffic management, car park and footpaths by Bath Road. A potential risk exists where fire tender access and pedestrian areas clash. The MP has written to the council and a path has been put in place but markings are still to be provided.</li> <li>• Display screens equipment – staff should be eligible for access to eyesight testing.</li> <li>• Governor badges – photograph of RD is required.</li> <li>• Fire evacuation procedures – the alarms are tested weekly and reports need to be collected from the fire marshall after every building evacuation.</li> <li>• A final version of the Health and Safety document is to be provided by the Premises Manager.</li> </ul> <p>A governor asked if there was an increased fire risk due to the rise in student numbers. No. Teaching space is the main issue with larger numbers. There are sufficient fire escape exits for all areas of the building.</p> <p>There was a water issue and water boiler temperature problem. The school has referred to Kier and is chasing their response as a matter of urgency.</p>	
<b>11.</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• Governors asked about the need to look at timetabling due to increased numbers. It was agreed to allow time for settling first and revisit in July.</li> <li>• DG circulated a Parent Voice summary document which indicated some very positive feedback, particularly that 100% of students were happy at the school. This will be repeated for Year 12.</li> <li>• Governors asked about the impact of laptops purchased by the school and whether these were taken home. The majority of students struggle to manage their device and it has been proven that there are less IT issues if the laptops remain in school. The school need to look at whether current Year 10 students have wi-fi access at home.</li> <li>• NV was thanked for the presentation she gave to Year 12 students.</li> <li>• Governors asked for an update on work placements. These, as always, are a challenge to find for increasing numbers of students and expectations need to be managed. A small percentage of students may not have placements as a result of issues with attendance, lack of preparation by students, a shortage of organisations able to offer</li> </ul>	

	placements, etc. Students are being encouraged to research companies.	
<b>12.</b>	<b>Date of next meeting</b>	
	Thursday 10 <sup>th</sup> November 2016	

#### Action Record – Exclusions Basis

Action	By Whom	Meeting Date	Due Date
Governors to complete annual declarations	All governors	Sept 16	Nov mtg
School calendar to be updated and governors informed on an on-going basis	DG/DW	Sept 16	On-going
To update training record	Clerk	Sept 16	ASAP
RD to provide availability to DW for safeguarding training	RD	Sept 16	ASAP
CT/Clerk to discuss governor training	CT/Clerk	Sept 16	ASAP
CT to bring scheme of delegation to next meeting	CT	Sept 16	Nov mtg
NM governance plan	NM	Sept 16	Nov mtg
CT to seek clarification from clerk regarding board statement	CT/Clerk	Sept 16	ASAP
Governor profile statements to NV please	All governors	Sept 16	Nov mtg
CT requested to speak to AAR regarding website	CT	Sept 16	ASAP
H&S audit information to be shared with governors	RD/DG	Sept 16	Nov mtg
Clerk to discuss GLM quality mark with NV	Clerk	Sept 16	ASAP
DG to incorporate parental feedback into SEF review	DG	Sept 16	ASAP
NV to send visit forms to Clerk	NV	Sept 16	ASAP
DW was asked to provide progress data on a student by student basis	DW	Sept 16	Nov mtg
Governors asked for national AS figures for benchmarking	DW	Sept 16	Nov mtg
Governors asked for GCSE resits results	DG/DW	Sept 16	Nov mtg
Governors will be updated on pupil premium at the next meeting	DG/DW	Sept 16	Nov mtg
RD to provide a staff handbook for SBL	RD	Sept 16	ASAP
DG to incorporate an action column into SDP	DG	Sept 16	ASAP
Clerk to ensure Admissions Policy on next Agenda	Clerk	Sept 16	Nov mtg
DG to identify IKB policy review dates	DG	Sept 16	ASAP