

HELD ON THURSDAY 21st September 2023, 7PM
at IVANHOE SCHOOL

Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	DESIGNATED ROLE	PRESENT/ Apologies
Alison Allford (AA)	Head Teacher	Ongoing	Head Teacher Finance and budgeting Risk Management Diversity	Yes
Mary Webster (MW)	Community Governor	6.12.2025	Chair Attendance	Yes
Eddie Shepherd (ES)	Community Governor	30.10.2024	Vice Chair Finance and budgeting Behaviour (MVP Link) Personal Development and careers (MVP Link)	Yes
Amy Derbyshire (AD)	Community Governor	26.09.2023	Teaching and CPD Diversity	No Apologies
Ann Wilton (AW)	Community Governor	10.11.2023	Safeguarding and Child Protection Attendance (parent partnership element) Behaviour	Yes
Ben Hayton (BH)	Community Governor	24.05.2025	Curriculum development and student progress	Apologies
Janina Harding (JH)	Community Governor	12.03.2027	Health & Safety Risk Management	Yes
Matthew Gray (MG)	Associate Governor	12.03.2024	Pupil premium and Outcomes Curriculum development and student progress	No Apologies
Teresa Rose (TR)	Associate Governor	12.03.2024	Teaching and CPD	Yes
Kate Whittlesey (KW)	Associate Governor	18.05.2023	SEND	Yes
Robert Harris (RH)	Parent Governor	12.03.2027	Pupil premium and Outcomes Personal Development and careers	Yes
Michael Morse (MM)	Parent Governor	12.03.2027	Health & Safety Diversity	Yes
	Staff Governor - Teaching		Current Vacancy	
Joanne Stewart (JS)	Staff Governor - Support	26.10.26		Yes
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Emma Cresswell (EC)	Deputy Head Teacher		Personal Development and careers	Yes
Emma Boussida (EB)	Assistant Head		Safeguarding and Child Protection Pupil premium Attendance Behaviour	Yes
Tom Bonsell (TB)				Yes
Vicky Johnson (VJ)			Joined the meeting @ 8pm	Yes

MINUTES
NON-CONFIDENTIAL

ITEM NO	ITEM	Action
1.	<p>WELCOME AND APOLOGIES</p> <p>The chair welcomed all Governors and TR to her first meeting and a round of introductions followed</p> <p>Apologies were received from BH</p> <p>Resolved: The apologies were considered and accepted</p>	
2.	<p>Election of the Chair</p> <p>MW was the only nominee, nominated by BH and seconded by AW</p> <p>The governing body agreed to elect MW as chair for 2023-24</p>	
3.	<p>Election of the Vice Chair</p> <p>ES was the only nominee, nominated by AW and Seconded by MM</p> <p>The governing body agreed to elect MW as chair for 2023-24</p>	
4.	<p>Reading Policy</p> <p>The Reading Policy is available on Governor Hub.</p> <p>TB has been looking into reading since 2021. During COVID statistics showed that children were reading more and the school have made changes to the curriculum to support this. The reading policy is an important policy for the school to improve the chances of success of young people.</p> <p>The school have implemented changes to:</p> <ul style="list-style-type: none"> - Ensure all students leave Ivanhoe having read at least 5 novels - Ensure reading is promoted at home using reading extracts - Ensure staff have relevant training <p>AW asked whether the increase of reading is reflected in reading ages?</p> <p>TB confirmed that is starting to do some analysis but diagnostic test will take place each year. Students will have targeted interventions and challenge strategies will take place where appropriate. The holistic benefit is important to children with the remit to improve within the community. The current year 8s have made a lot of progress.</p> <p>MW queried whether the impact could be monitored</p> <p>TB confirmed pupil premium pupils currently show reading above average, this could indicate something is working however you also need to factor in other influences such as area, school, programme. This is a small act of self-care which can be passed on into the community</p> <p>TB also confirmed that the book swap for the community is still available in reception. The common books currently being taken are DIY and cookery books.</p> <p>The school also have parent volunteer readers who work to support struggling readers. TB provides the resources, and supports the reading culture within Ivanhoe.</p> <p>TB left the meeting at 7:15pm</p>	

5.	DECLARATIONS OF INTERESTS The Governors were asked to declare any potential pecuniary interest or conflict of interest between an individual and the governing board with the business to be discussed during the meeting. No additional declarations of interest were made. Governors were asked to complete and review their declarations of interest for 2023-24 on Governor Hub					Action - All Governors need to complete Declarations of Interest on Governor Hub for 2023-24									
6.	MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 22 nd June 2023 were approved and confirmed as an accurate record														
7.	MATTERS ARISING To review and update actions from the previous meeting on 22 nd June 2023														
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Update – AA confirmed a meeting has taken place with Bagnall’s and the company have made some adjustments with bus drivers conduct. Roberts only supply one bus now.															
Pupil behaviour is being addressed with a letter sent to all bus riders last Friday, Further letters will be sent to targeted students this week. The school will then go back to students through student voice to check for improvements. A further input will be given at the next meeting															
AA confirmed buses are now arriving and leaving on time, Training for bus drivers is ongoing, with the school working with the bus company with what to do in different situations															
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Update – AA went back to parents at the end of term and has spoken with individual parent who were complaining. The catering team have made adjustments to the menu, increasing the number of grab bags. The students have															

	had further presentations in assembly. Date in November is still in place for review – Completed	
	GOVERNANCE	
8.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP	
8.1	<p>The governors noted the following changes:</p> <ul style="list-style-type: none"> • Fran Barlow, staff teacher governor) had left Ivanhoe, the process to replace FB is currently taking place. • AD term of office is due to end on 26.9.23, AD has confirmed she is happy to stay on to support for another year. <p>The LGB agreed AD to become an associate governor with a 1-year term. KW will become a community governor with a 4-year term effective from today due to the SEND skills gap.</p> <ul style="list-style-type: none"> • AW term of office is due to end 10.11.23. AW has confirmed will stay on until OFSTED to support with safeguarding. MW asked whether another governor would be prepared to work alongside Ann to learn the safeguarding role. 	
8.2	JM confirmed Get Information about School (GIAS) is up to date and compliant. The website is up to date but JM still requires access	
8.3	Governors noted the changes to LiFE MAT Scheme of Delegation for 2023/24	
8.4	Governors noted the changes to the LGB Code of Conduct 2023/24	Action – All governors must complete the Declarations of Pecuniary Interest and confirmations including KCSIE via governor hub and Code of Conduct
8.5	Action – All governors must complete the Declarations of Pecuniary Interest and confirmations including KCSIE via governor hub and Code of Conduct	
8.6	All governor's present at the meeting completed the skills Audit JM to complete Skills audit	Action: JM to contact remaining governors
8.7	List of governors with special responsibilities reviewed with dates for visits	
8.8	Governors were provided with the training schedule for LiFE Governor training A link to the schedule is pinned to the top of the LGB noticeboard on Governor Hub. JM to remind governors of training dates for specific courses	Action: JM to remind governors of training dates for specific courses
	SCHOOL IMPROVEMENT AND ASSURANCE	
9.	Outcomes	
9.1	<p>EC provided an update on current year 10 trial exam data and strategy EC confirmed the current year 10 mock results have shown the working at grades have improved however in lots of cases the predicted final grade had dropped. This could be for a variety of factors including lack of experience, this is the first year 10 cohort and ambitious targets. The data team have begun looking into and questioning the data to see where we are and what we are doing. The team are meeting with subject leaders to interrogate the data further to see how we can improve. Predictions may have been down due to staff being cautious, a further data capture will take place before half term to check progress.</p>	
9.2	Several students who were long term absentees are now attend the Willow with bespoke timetables, dedicated lessons in English, Maths & Science with qualified	

9.3	<p>teachers. This has seen positive results with 1 child who had not been in school since year 7 now attending every day. Interventions are being put in place for around 15 students who may not have reached grade 4 and above.</p> <p>RH questioned with so few students, how many would have to be turned around to get the figures back on track. EC confirmed that the if the average grade is 3, predicting 4. The school is looking at moving all pupils up at least one grade.</p> <p>KW queried the moderation events which are happening EC confirmed moderation has happened and will continue, the school is working with the other schools within the LiFE MAT trust.</p> <p>KW also queried whether of the 15 students is there an indication of any with SEND needs. EC confirmed there are SEND needs and more for all these students.</p> <p>ES questioned with the students with special needs, how does this affect the exam grades. EC confirmed look at individual student needs to break down the barriers and ensure appropriate teaching is in place, grades may be lower but students will make progress</p> <p>EB confirmed that the school will ensure these students have the additional support in exams (i.e., extra time) to ensure what is the normal way of working for each individual pupil is in place.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>Head Teachers Report</p> <p>The head teachers report is available on Governor Hub</p> <p>AA highlighted that the changes to safeguarding. MW & AA met during the summer to discuss the changes; EB is doing an excellent job as the Lead DSL with support from Lara Hall who provides 2 days of support each week.</p> <p>Domestic violence is a major concern for the school. DSLs were rotated through the summer, receiving 6-7 cases through encompass. EB confirmed the school will support these pupils.</p> <p>EB confirmed the improvements being put in place:</p> <ul style="list-style-type: none"> • Producing posters to put in communal areas to know which staff are the DSL & Deputy DSL • Lara Hall is looking at the signing in system, leaflet for visitors, procedures for lettings on site • Different lanyards for different people in school (staff, visitors etc) • AA & EB are looking at a clear plan • Invite parents in to discuss E-safety, also working with Craig to improve filtering & monitoring at home <p>KW questioned are perceptions of the school worse or better than the survey results presented in the HT report. Agreed that at the next meeting further survey data will be available for review.</p> <p>The MAT has taken surveys, but Ivanhoe have also completed their own survey</p>	<p>Action – Add Surveys/Data to next agenda</p>

	AA confirmed that with the support offered by the LiFE MAT due to the age range change, the Trust had not anticipated the changes in the external environment. The MAT are not in breach of the funding as a pot of funding is in place. A good plan is in place to reduce expenditure including a freeze on recruitment.	
	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING	
13.	Termly Care, Guidance and Welfare Report	
13.1	The safeguarding report is available on governor hub Safeguarding was previously discussed within the head teachers report	
	ASSURANCE REPORTING	
14.	Individual Policy Review	
14.1	The following policies were reviewed and approved by the LGB <ul style="list-style-type: none"> • Reading Policy • Admissions Policy • Online safety Policy • Child Protection Policy <p>Policies to be added to Governor hub for governors to review and approve before the next meeting – Access Arrangements Policy & The Word Processor Policy</p>	
15.	Operational Risk Register	
15.1	The risk register is available on Governor Hub for Governors	
	AA shared the new format risk register, with some areas being confidential (Finance & HR). AA highlighted some of the areas of risk including: <ul style="list-style-type: none"> - Safeguarding: the changes to DSL, process in place to reduce the risk - OFSTED: risk of a poor OFSTED, how it is managed - Finance: falling roll, falling birth rates, not full in year 7 - Perceptions: continue to work on building reputation in the community - Financial situation: has to be shared with staff, risk may lose staff - Restructure of curriculum: curriculum can be compromised by budgets and financing <p>AA highlighted the school needs a permanent cover supervisor. This will need the approval of the MAT (see reference to recruitment freeze) but providing a full time cover supervisor is more cost effective (and better for the students) than using supply teachers.</p>	
15.2	AA confirmed the governors role is to challenge these decisions keeping in mind the need to protect students interests. JH highlighted the LGB need to be mindful of the financial impact on health and safety. If something is broken and unable to be fixed, knock on effect on students. The health & safety risk would need to be added to the risk register. KW left the meeting at 8.55pm	Action – to be included on LGB Agendas moving forward
16.	Asset Register	
16.1	Annual review and update assurance of LGB register The school currently does not have an asset register in place. This has been queried with the Trust for support and the Trust has confirmed that the Trust is working on putting a system in place which will be rolled out to all schools in the next year.	

<p>17. 17.1</p>	<p>Annual LGB Effectiveness Review</p> <p>The annual LGB effectiveness review is available in governor hub for governors to review.</p> <p>There was a limited response from governors and some governors had concerns regarding some of the questions. There is a new LiFE MAT review form which will be used next year, JM to review new form and advise if the LGB need to look at certain areas throughout the year to provide governors with further understanding.</p> <p>The chair 360 review has identified a concern with induction training – the LGB is awaiting the LiFE MAT Trust induction training pack which was being drawn up over the summer</p>	
<p>18. 18.1</p>	<p>ANY OTHER BUSINESS</p> <p>MW confirmed that ES had suggested a social event for the LGB to get to know each other more. The next meeting will be held virtually, investigate an appropriate time for this to happen</p>	
<p>19.</p>	<p>DATE & TIME OF THE NEXT MEETING</p> <p>To note the time and date of the next meeting on the Thursday 30th November 2023 at 7pm, The meeting will be held virtually</p>	