

Ivanhoe School
MEETING OF THE LOCAL GOVERNING BODY
MEETING
HELD ON THURSDAY 1st FEBRUARY 2024 at 7PM.
Held Virtually

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	Y
Mary Webster (MW)	Community Governor	6.12.2025	Chair Attendance	Y
Eddie Shepherd (ES)	Community Governor	30.10.2024	Vice Chair Finance and budgeting Behaviour (MVP Link) Personal Development and careers (MVP Link)	Y
Kate Whittlesey (KW)	Community Governor	20.09.2027	SEND	Y
Ann Wilton (AW)	Community Governor	10.11.2027	Safeguarding and Child Protection Attendance (parent partnership element) Behaviour	Y
Ben Hayton (BH)	Community Governor	24.05.2025	Curriculum development and student progress	Y
Janina Harding (JH)	Community Governor	12.03.2027	Health & Safety Risk Management	Y
Teresa Rose (TR)	Associate Governor	12.03.2024	Teaching and CPD	Y
Amy Derbyshire (AD)	Associate Governor	20.9.2024	Teaching and CPD Diversity	Y
Robert Harris (RH)	Parent Governor	12.03.2027	Pupil premium and Outcomes Personal Development and careers	Y
Michael Morse (MM)	Parent Governor	12.03.2027	Health & Safety Diversity	Y
	Staff Governor - Teaching		Current Vacancy	
Joanne Stewart (JS)	Staff Governor - Support	26.10.26		Apologies
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Y
Emma Cresswell (EC)	Deputy Head Teacher		Personal Development and careers	Y
Emma Boussida (EB)	Assistant Head		Pupil premium Attendance Behaviour	Y

MINUTES
NON-CONFIDENTIAL

ITEM NO	ITEM	ACTION																																																		
1.	WELCOME AND APOLOGIES The chair welcomed all Governors to the meeting Apologies were received from JS Resolved: The apologies were considered and accepted																																																			
2.	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.																																																			
3.	MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 30 th November 2023 were approved and confirmed as an accurate record subject to amendments from MW.																																																			
4.	MATTERS ARISING To review and update actions from the previous meeting on 30 th November 2023 <table><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>30.11.23</td><td>5.4</td><td>All governors to complete the safeguarding and prevent training JM to send reminder emails and a list to Mary of Governors still to complete training</td><td>All</td><td>1.2.24</td></tr><tr><td colspan="5">Update – Completed 1.12.23, reminders sent again 17.1.24 All governors need to complete the required training.</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>30.11.23</td><td>5.6</td><td>JM to send MW LGB Action plan proforma</td><td>JM/MW</td><td>1.2.24</td></tr><tr><td colspan="5">Update – Completed 1.12.23. MW and AA to meet to agree an action plan</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>30.11.23</td><td>11.2</td><td>All governors to check contact details on governor hub are up to date</td><td>All</td><td>1.2.24</td></tr><tr><td colspan="5">Update – Reminder to check contact details on Governor hub</td></tr><tr><td colspan="5"></td></tr></table>	DATE	ITEM NO	ACTION	BY WHO	WHEN	30.11.23	5.4	All governors to complete the safeguarding and prevent training JM to send reminder emails and a list to Mary of Governors still to complete training	All	1.2.24	Update – Completed 1.12.23, reminders sent again 17.1.24 All governors need to complete the required training.					DATE	ITEM NO	ACTION	BY WHO	WHEN	30.11.23	5.6	JM to send MW LGB Action plan proforma	JM/MW	1.2.24	Update – Completed 1.12.23. MW and AA to meet to agree an action plan					DATE	ITEM NO	ACTION	BY WHO	WHEN	30.11.23	11.2	All governors to check contact details on governor hub are up to date	All	1.2.24	Update – Reminder to check contact details on Governor hub										
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5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP																																																			
5.1	The governors noted the following <ul style="list-style-type: none">TR term of office will end on 12.3.24. MW to contact TR to check what TR wants to doA new teaching staff governor has been appointed Harry Harmsworth, he will join at the next meeting	Action - MW to contact TR to check what TR wants to do																																																		
5.2	MW thanked the Ivanhoe governors who have attended the recent Induction and Holding to Account Training	Action – Governors to																																																		

5.3	<ul style="list-style-type: none"> • Governors still need to complete the Prevent and Safeguarding training • GDPR training is also a required training to be completed during the spring term <p>The Governor visits undertaken since the last meeting were noted</p> <ul style="list-style-type: none"> • AW has completed the safeguarding visit • JH has completed the Health and Safety visit • MW has attendance in the diary for next week • BH to arrange visit for next half term • AD & TR to arrange visit for Teaching and CPD • Pupil Premium visit needs to be done, RH, MM and EB to arrange visit • Diversity to be arranged for the end of summer term 	complete Prevent, Safeguarding and GDPR Training
SCHOOL IMPROVEMENT AND ASSURANCE		
6.	<p>Termly report from Head Teacher</p> <p>6.1 The Head Teachers report is available on Governor Hub</p> <p>AA highlighted the recent success of the challenge partners visit along with the work carried out on behaviour. How students conduct themselves around the school has improved and AA feels this is now secure across the school. Students have a room available to go to reset.</p> <p>EC confirmed the year 11 students achievements is a priority and there is positive progress. Using Focus 5 to look at year 11 to identify the number of students not achieving targets and to put in extra tuition time particularly for Maths and English. Year 10 data is showing good progress, predicting ½ a percentage point above target.</p> <p>6.2 Questions and comments raised:</p> <p>MW – Are the students needing to receive the interventions in form time also those who are persistent absentees? In other words, if students are persistently absent, they cannot receive intervention, even though they are the students most in need of it?</p> <p>EC – The students receiving the interventions are the students attending school and in form time. There are 4 to 6 year 11 students at Willow House and 4 attending alternative provision where we are aware these students will have less ability to achieve the GCSE target grades.</p> <p>KW – Suspensions have increased, is there a reason why we are seeing spikes and what is being done?</p> <p>AA –There has been a rise in anxiety-based issues with students refusing to go to lessons rather than not being in school. With the push on improving the behaviour some attitudes of students when staff approach them means we have to suspend.</p> <p>EC – Confirmed that students have been going to the National Forest Hub at Ashby when suspended. Looking at strategies to ensure they are in place for suspended pupils, there is positive feedback in the community regarding the behaviour changes put in place and it is having a good impact.</p> <p>AA – If the school do not permanently exclude the number of suspensions will be higher. The suspensions are used carefully.</p> <p>AW – Confirmed students are saying the same and behaviour is improving</p>	

	<p>AA – Rewards schemes have been put in place including the Ivanhoe Superstar awards to support the push on improving behaviour and “First Attention Best Conduct” in our improvement plan.</p> <p>EC – challenge partners created lots of different idea to ensure students are rewarded. Assemblies have taken place regarding the expectations and rewards with staff and children being positive about the changes. Overall, some feedback has indicated some students have had 30 superstar awards which need to ensure this is equitable.</p> <p>KW – Feedback from students indicates that the students are aware of which staff members are giving out the rewards and to whom</p>	
<p>7.</p> <p>7.1</p>	<p>Challenge Partners Report</p> <p>The challenge partners visit went well with the school being judged effective in all areas. The curriculum was strong and behaviour and attitudes went really well. The report should be available by the next meeting and can be discussed at length at the next meeting.</p>	<p>Action – Challenge Partners Report to be added to agenda</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Behaviour and Suspensions Report</p> <p>The behaviour and suspension report is available on governor hub</p> <p>EB highlighted some of the key data for governors. The behaviour expectations message is regularly being shared with students. The consequences were not a concern for the school however, when drilling down into the data for departments, maths has a higher level of consequences which SLT can investigate further to identify why.</p> <p>Questions and comments raised:</p> <p>BH – Being core subjects maths, English and science are likely to have a higher number of consequences.</p> <p>EB – Even when looking at English and science, maths still comes out higher. SLT can look at the consistency of giving out the consequences, whether staff in certain departments are moving too quickly from consequence 1 to 2. Look at strategies for staff to use in classrooms and change student behaviours. Pupil premium students are particularly high with 50% of the C3s coming from this disadvantaged bracket – this does not mean that 50% of the PP cohort are being removed but repeat offenders are from this vulnerable groups, this will be looked at and reminders sent to staff.</p> <p>AA – C3 can be used for refusing to go to a lesson rather than misbehaviour in class. When students are going into the reset room, they are doing work</p> <p>KW – How does this link to the suspension data and what is happening to identify these students</p> <p>EB – The reset room is staffed by members of SLT or the pastoral team, these staff are making sure the students are working and resetting their behaviour before returning to class however there are still some children getting suspensions.</p> <p>JH – It can be difficult to interpret the data and there is an element of children who choose the reset room by actively say a word or refusing to go into a lesson they do not want to attend.</p> <p>EB – Can look at the consequences to try to keep the students in the classroom. The truancy protocol changes have led to a consistency in staff recording, where students are coming in late it is marked and logged as refusal. If students are refusing to go to lessons the truancy protocol is started.</p>	

	<p>BH – To what extent can the behaviour figures applied to year 11 be because of the upcoming exam stress</p> <p>AA – The year 11 is a smaller year group, we are seeing more in the year 10 cohort. Moving forward we hope to see things improving particularly now we have accurate recording.</p> <p>EB – For the year 10 data, one student has now moved to Willow House and another is now home educated which will impact the overall number of consequences.</p> <p>JH – Asked moving forward it would be good to see how many students the number of consequences relate to.</p> <p>EB – there has been an increase in the suspension data because of the truancy protocol. SLT are looking at new pastoral models to support with the increase in suspensions, there may also be some undiagnosed needs which need to be looked at and further training for the pastoral team. Although pupil premium numbers are higher there are strategies in place with a new strategy of different colour suspension folders dependent on groups. SLT can look at strategies as to how to support the students with protective characteristics, particularly with the increase in pupil premium students being suspended. The reward system implemented has been successful with a real buzz around the school with house points and postcards, badges and certificates used for increasing house points.</p>	
	FINANCE & BUDGETS	
9.	Finance Update	
9.1	<p>MW updated the governors following the chairs meeting. Chairs received training on how to drill down into finance reports at the meeting in Autumn. At the meeting in January it was made clear that Governors only have a light touch on finance. Moving forward head teachers will be responsible for budgets and will present finance information to governors at each LGB Meeting. ES will continue to meet with AA and offer support to Alison but will not meet with the Hub staff.</p> <p>There has been a further change in finance staff and Paul Maddocks (PM), finance lead will be supporting until August. It is unclear what the structure will be after that.</p> <p>AW – Do we know why this decision has been made? Is this due to questions which have been raised regarding the finance situation</p> <p>MW – unsure however this is a trust decision. It means less responsibility on finance for the governing body. However locally, we will continue to monitor the situation as finance underpins everything else.</p>	
9.2	<p>AA confirmed that PM is looking at producing a financial report pro-forma which all heads can use. There is a current overspend on the original budget with the school still awaiting funding for the higher need students from the different councils. The staff reduction protocol will go official on Monday. The curriculum can be run with less staff. AA will use the HR and finance leads within the Trust for support.</p> <p>BH – If a member of staff accepts a move and then Ivanhoe has a space would the member of staff get first choice to return.</p>	

	AA – Staff moves would be for one year in the first instance, there are different options available including sabbaticals. Often once staff have moved, they would probably decide to stay as they are more settled. A review will happen around the 31 st May, at this point there should be more clarity about who is moving and what staffing will look like.	
	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING	
10.	Termly Care, Guidance and Welfare Report	
10.1	<p>The report is available on Governor Hub. One of the biggest concerns has been the change in social, emotional, and mental health (SEMH). EB confirmed more support is needed for students with bereavement and SEMH. The school is looking into more support and training for students with anxiety-based refusal. Parents mental health continues to be a concern with issues being passed to the children. Staff have also received fantastic training on domestic violence.</p> <p>The school have made changes to CPOMs recording with cases now being closed allowing staff to see when things are changing. Students are not using social media in the right way, to support this a strength in terms of safeguarding has been the newsletter and internet safety campaign.</p> <p>KW – Has recently undergone some anxiety training and can forward the training package on to EB.</p>	
10.2	<p>With higher levels of persistent absence (PA) due to anxiety-based school avoidance (ABSA), the school uses Willow House to assist with transition of students back into school but tutors are having to be more involved with transition back in to mainstream classes. Lots of things will be in place moving forward with the changes in pastoral structures and non-teaching head of year in Year 8.</p> <p>AW – would like to acknowledge the work that EB and Adam Perkins (AP) have done to put strategies and structures in place</p>	Action: KW to send Anxiety based training package to EB
	ASSURANCE REPORTING	
11.	Individual Policy Review	
11.1	<p>The following policies were reviewed and approved by the LGB:</p> <ul style="list-style-type: none"> • Teaching & Learning Policy • Curriculum Policy • Anti-bullying Policy • Contractor Management • Local Asbestos Management Plan <p>The following policies were reviewed and ratified subject to changes:</p> <ul style="list-style-type: none"> • Drugs and Alcohol Policy JH – The policy does not include vapes, which should be added • Use of Premises Guidance Policy JH – No mention of cleaning costs for lettings - If groups leave in a mess is there a cost as there are no cleaners present - Do groups have access to the cleaning equipment 	

	<ul style="list-style-type: none"> - The policy states governors need to know who is hiring and why, if contracting is done at MAT level do governors need to check. This needs to be investigated and removed from policy if not required • Trips and Visit Policy BH – no mention of accommodation on trips for students who do not identify as male or female <p>The following policies was removed from the agenda for amendments to be made prior to the next meeting</p> <ul style="list-style-type: none"> • Fire and Emergency Plan 	
12. 12.1	ANY OTHER BUSINESS JH asked about governors for specific roles and areas of responsibility The trip policy mentions an allocated trip governor and following recent training should there be a welfare and GDPR governor JM to check the Trust position for specific governor responsibilities AA and MW confirmed MW is on evolve for trips Suggestions made by governors were: BH – Governors could ratify and annual or termly report on the health and safety of trips TR – Welfare governor is a result of the recent changes made by OFSTED, ensuring staff are feeling well and supporting head teachers. TR may be able to support from a coaching point of view 12.2 MW provided a follow up on the OFSTED crib sheets. The focus of the sheets is to show how do we as governors know how the school is doing MW has completed an attendance sheet which is with AA to review. Once reviewed MW will circulate and assign areas for governors to look at. AA – following the recent OFSTED visit to Ashby, post Ruth Perry the inspectors seem more open and AA feels the school can be more open when stating we are aware of any weaknesses and providing details of what we are doing to improve. KW – confirmed that schools have to get a balance, if a school is not open then questions around leadership and management could be raised however not raising anything can also lead to further questioning.	Action: JM to speak to SG regarding specific governor responsibilities
13.	DATE & TIME OF THE NEXT MEETING To note the time and date of the next meeting on the Thursday 14 th March 2024 at 7pm. All governors to note the meeting for June has been changed to Thursday 20 th June 2024 at 7pm.	

DATE	ITEM NO	ACTION	BY WHO	WHEN
30.11.23 1.2.24	5.4 5.2	All governors to complete the safeguarding and prevent training JM to send reminder emails and add GDPR Training to National College	ALL	Next meeting 14.3.24
30.11.23 1.2.24	5.6	MW & AA to meet to agree an action plan	MW/AA	Next meeting 14.3.24
30.11.23 1.2.24	11.2	All governors to check contact details on governor hub are up to date	All	Next meeting 14.3.24
1.2.24	5.1	MW to check with TR regarding term of office	MW/TR	Next meeting 14.3.24
1.2.24	7.1	Challenge Partners Report to be added to the next agenda	JM	Next meeting 14.3.24
1.2.24	10.1	KW to forward anxiety training package to EB	MW/EB	Next meeting 14.3.24
1.2.24	12.1	JM to speak to SG regarding specific governor areas of responsibilities required by the Trust	JM	Next meeting 14.3.24