

Ivanhoe School
MEETING OF THE LOCAL GOVERNING BODY
MEETING
HELD ON THURSDAY 20th March 2025, 6PM –
Ivanhoe School, New Sports Hall Meeting Room

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	30.10.2028	Behaviour (MVP Link) Personal Development and careers (MVP Link)	Yes
Kate Whittlesey (KW)	Community Governor	20.09.2027	SEND	Apologies
Ann Wilton (AW)	Community Governor	10.11.2027	Vice Chair Safeguarding and Child Protection Attendance (parent partnership element) Behaviour	Yes
Ben Hayton (BH)	Community Governor	24.5.2025 24.5.2029	Curriculum development and student progress	Yes
Janina Harding (JH)	Community Governor	12.03.2027	Health & Safety Risk Management	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	Absence noted
Harry Harmsworth (HH)	Staff Governor - Teaching	4.02.2028		No
Joanne Stewart (JS)	Staff Governor - Support	26.10.2026		No
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Clare Allen (CA)			NGA Training Session	Yes
Emma Cresswell (EC)	Deputy Head Teacher		Personal Development and careers	Yes
Emma Boussida (EB)	Assistant Head		Pupil premium Attendance Behaviour	Yes

MINUTES– Part 1
NON CONFIDENTIAL

ITEM NO	ITEM
1.	WELCOME AND APOLOGIES The Chair welcomed all governors to the meeting along with Clare Allen from the NGA. Apologies were received from KW Resolved: The apologies were considered and accepted

2.	<p>NGA Session on Stakeholder, Parent Engagement and Community Work</p> <p>Clare Allen from the NGA delivered a training session on Stakeholder, Parent Engagement and Community Work.</p> <p>On Governor hub there is a link in the meeting folder to the presentation and the Trust training from 2023-24 on Effective Stakeholder Engagement Training</p> <p>There was a discussion about how the school can look at making the school more visible, with a need to build and maintain positive relationships and how the LGB can support the school with the strategies moving forward.</p>																																																																																																				
3.	<p>DECLARATIONS OF INTERESTS</p> <p>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.</p> <p>Resolved: No additional declarations of interest were made</p>																																																																																																				
4.	<p>MINUTES OF LAST MEETING</p> <p>The non-confidential minutes of the Governing Board meeting held on the 23rd January 2025 were approved and confirmed as an accurate record</p>																																																																																																				
5.	<p>MATTERS ARISING</p> <p>To review and update actions from the previous meeting on 23rd January 2025</p> <table><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>3.10.24 21.11.24 23.1.25</td><td>6.2 5.2 5.2</td><td>All Governors to complete the Declaration of Interests, confirmations of KCSIE and code of conduct via governor hub</td><td>JS</td><td>By Next meeting 20.3.25</td></tr><tr><td colspan="5">Update – JS still outstanding Completed</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>9.5.24 20.6.24</td><td>10.1</td><td>Business Continuity Plan – to run scenarios for the crisis management team</td><td>AA/JH</td><td>Spring Term</td></tr><tr><td colspan="5">Update - JH is leading on this, no date sent but resources are in place now Need to live the plan. This will be looked at in the Spring Term</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>3.10.24 21.11.24 23.1.25</td><td>6.7 5.3</td><td>Governors to complete National College Safeguarding, Prevent and GDPR Training</td><td>KW, AW & JS</td><td>By Next meeting 20.3.25</td></tr><tr><td colspan="5">Update –List of training on Governor hub (AW completed) Completed</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>3.10.24 21.11.24 23.1.25</td><td>6.7 5.3</td><td>KW to send Prevent & GDPR certificates</td><td>KW/JM</td><td>By Next meeting 20.3.25</td></tr><tr><td colspan="5">Update – Chased 4.3.25</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>3.10.24 21.11.24</td><td>6.8</td><td>The LGB agreed the NGA session would be on Stakeholder, parental engagement and community work. JM to go back to Sian Griffiths</td><td>JM</td><td>Meeting 20.3.25</td></tr><tr><td colspan="5">Update – In person session on 20th March at 6pm – Added to Agenda, Completed</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>23.1.25</td><td>7.2</td><td>To arrange Pupil Premium Governor visit</td><td>Bob Harris</td><td>By Next meeting 20.3.25</td></tr><tr><td colspan="5">Update – Arranged for next week – completed</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>23.1.25</td><td>8.1</td><td>To arrange SEND governor visit</td><td>KW</td><td>By Next meeting 20.3.25</td></tr></table>	DATE	ITEM NO	ACTION	BY WHO	WHEN	3.10.24 21.11.24 23.1.25	6.2 5.2 5.2	All Governors to complete the Declaration of Interests, confirmations of KCSIE and code of conduct via governor hub	JS	By Next meeting 20.3.25	Update – JS still outstanding Completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	9.5.24 20.6.24	10.1	Business Continuity Plan – to run scenarios for the crisis management team	AA/JH	Spring Term	Update - JH is leading on this, no date sent but resources are in place now Need to live the plan. This will be looked at in the Spring Term					DATE	ITEM NO	ACTION	BY WHO	WHEN	3.10.24 21.11.24 23.1.25	6.7 5.3	Governors to complete National College Safeguarding, Prevent and GDPR Training	KW, AW & JS	By Next meeting 20.3.25	Update –List of training on Governor hub (AW completed) Completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	3.10.24 21.11.24 23.1.25	6.7 5.3	KW to send Prevent & GDPR certificates	KW/JM	By Next meeting 20.3.25	Update – Chased 4.3.25					DATE	ITEM NO	ACTION	BY WHO	WHEN	3.10.24 21.11.24	6.8	The LGB agreed the NGA session would be on Stakeholder, parental engagement and community work. JM to go back to Sian Griffiths	JM	Meeting 20.3.25	Update – In person session on 20 th March at 6pm – Added to Agenda, Completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	23.1.25	7.2	To arrange Pupil Premium Governor visit	Bob Harris	By Next meeting 20.3.25	Update – Arranged for next week – completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	23.1.25	8.1	To arrange SEND governor visit	KW	By Next meeting 20.3.25
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	Update –In hand				
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	23.1.25	12.1	To email Sian regarding BH comment on the People’s Strategy, leadership and culture (slide 5 tactics) to add: and tackling inequality.	MW	By Next meeting 20.3.25
	Update – Completed 27.1.25				
	GOVERNANCE				
6.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP				
6.1	Governors noted the changes to board membership and terms of office which will cease before the next meeting. <ul style="list-style-type: none">BH membership to end on 24.5.25. BH has agreed to continue his term of officeJS is to step down as Staff support governor, it has been agreed for JH to become the staff support governorHH is leaving Ivanhoe and a Teacher staff governor will need to be advertised for.Community Governor positions to be advertised Action: JM to forward documents available on governor hub to MW/AA				
6.2	Governors noted the Governor Training undertaken since the last meeting: <ul style="list-style-type: none">20.3.25 NGA training session on Stakeholder, Parental Engagement and Community work				
6.3	Governors noted the governor visits undertaken since the last meeting. There is a new tab on governor hub for recording visits: This is the link to Visit recording tab on governor hub: https://app.governorhub.com/g/ivanhoeschool/management/visits				
6.4	MW provided an update following the chairs meeting <ul style="list-style-type: none">Paul Maddocks is now the permanent CFO for the TrustAmanda Scott has left the HR team, work has been passed onto Sharon BedwellEnduro will be used for surveys, this will enable comparisons across the schools in the MATSuggestions have been made regarding the statutory training for governors and the time the training takes.				
	SCHOOL IMPROVEMENT AND ASSURANCE				
7.	Outcomes Tracking Progress <i>Academic Progress is on track at the school, This is within head teachers report</i>				
8.	Progress Towards Targets <i>Update on the SIP – completed in meeting on 23.1.25 and the update is available on governor hub</i>				
9.	Termly Head Teachers Report and Attendance Update				
9.1	The head teachers report is available on governor hub. AA highlighted that the number of SEND students in year 11 is 10% above the national and there are concerns around the suspensions of disadvantaged students (Pupil Premium). The school is out of line with other MAT schools however this is due to the suspensions being for some of the same students. There is now a clearer strategy in place, the school have higher standards/expectations than some of the other schools in the area and the approach is being reviewed. There are some staffing vacancies, HH is moving to be the head of physics at Ashby School and maternity cover is needed for the Textile teacher. There has been a dip in staff attendance due to sickness, with a couple of staff on long term sickness. This is likely to improve moving forward.				

<p>9.2</p>	<p>In the resourcing section, AA highlighted the low intake for year 7, age range change effects and the decision to reduce the PAN to 175 for 2026/27 across the year groups</p> <p>Questions and answers</p> <p>Q: Are there mechanisms to track the lost learning from lessons for student attendance?</p> <p>A: The school is chasing attendance and do monitor toilet visits, children which do not go to lessons. Attendance is below the national average but is improving at 91.3%. Persistently absence has reduced from last year although still below the national average. Improvements are being made.</p> <p>Q: How does attendance compare with other schools in the area?</p> <p>A: The school is mid table compared against other schools across the MAT, Year 11 are a particularly bad year as there are smaller numbers of students, year 10 student figures are better.</p> <p>Q: How much do the children off site affect figures?</p> <p>A: Children off site do affect the statistics. However the school have seen some real successes where children have returned to school and through the use of the Willow Centre.</p> <p>Q: How do the figures track year on year</p> <p>A: The figures are running better than last year, there are dips in attendance before half terms and holidays. MW carried out a recent attendance visit.</p> <p>Q: In the curriculum effective section, for the learning walks and visits, how many actual visits is it?</p> <p>A: There are around 50 visits, after the visits have taken place the school utilise the CPD programme, regular QFIT briefings and CISRA observe for continued updates of data</p> <p>Q: Is there any evidence of more students coming to Ivanhoe following the housing developments taken place in the area?</p> <p>A: There is a general reduction of school age children in the area. There is lag funding where the funding is allocated for the students next year. The Trust have acknowledged that Ivanhoe will be in deficit and this is accepted.</p>
<p>10.</p> <p>10.1</p>	<p>Staffing Update</p> <p>Following on from the email to governors, AA confirmed that she will be retiring at the end of the year. There has been a lot of interest in the position and Interviews will be held 10th/11th April</p> <p>Q: Is there enough scope in teaching to cover AA teaching role moving forward?</p> <p>A: Yes, there have been 2 teachers recently recruited in the area concerned</p> <p>Governors thanked AA for all her hard work and support through her time as Head at Ivanhoe School</p>
<p>11.</p> <p>11.1</p>	<p>Stakeholder Views</p> <p>Plans are in place to take stakeholder views over the year</p> <p>The surveys will close in 2 weeks time, a full report will be given in the next meeting</p> <p>Action: Add to agenda on 15.5.25</p>
<p>SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING</p>	
<p>12.</p> <p>12.1</p>	<p>Termly Care, Guidance and Welfare Report</p> <p>The update and report is available within the head teachers report on Governor Hub.</p> <p>EB highlighted:</p> <ul style="list-style-type: none"> • The safe and well checks where students absent for 5 days are visited are going well • The Anti-bullying group has re-convened and is going really well.

	ASSURANCE REPORTING
13.	Individual Policy Review
13.1	Governors approved the following policies: <ul style="list-style-type: none"> • Use of Premises • Contractor Management • Curriculum • Careers • Teaching & Learning • Anti Bullying • Prevent
13.2	The following Policies have actions required: <ul style="list-style-type: none"> • Asbestos (See Action below) • Assessment (See action below) • Drugs & Alcohol (See action below) • Reporting to Parents (Policy to be added to May meeting) • Homework (Policy to be added to May meeting) • Sex, Relationship & Health (Policy to be added to May meeting) <p>Action: JH to send comments on Asbestos and Assessment policies via email to Heads PA Action: BH comments regarding Drugs & Alcohol Policy have been sent to Heads PA Amendment for the Drug policy. In para 12.6 it refers to searching outer clothing. This needs to tie in/repeat what is in the Searching a pupil section from the behaviour policy reviewed in January. It should also refer to strip searches in the same way to ensure consistency across policies.</p>
13.3	Governors noted the following LiFE MAT Policies: <ul style="list-style-type: none"> • Modern Slavery Act Statement 2024-2025 • Parent Code Of Conduct 2024 • Trustee & Governor Allowance Policy 2024
14.	Operational Risk Register The Risk Register review was completed at the meeting on 23.1.25
15.	ANY OTHER BUSINESS
15.1	Lettings Q: Do the school have the profit figures from the lettings A: Yes, there is an increase in the lettings profits. Some of the overtime costs comes from the lettings team rather than the school budget. Annual checks are in place through the lettings team. The new communications officer could do some work around lettings.
15.2	OFSTED Parents view Survey Q: Could parents be reminded to complete the OFSTED parents view survey now, as there are currently only 2 parents who have completed it. A: Parents will be reminded, there is also an OFSTED parent survey sent following notification of any visit.
16.	DATES FOR GOVERNORS DIARIES <i>Opportunities for Governors to visit/drop in to activities/sessions in the life of the school dates for note. E.g Parents Evenings, plays, sports Days etc.</i>
17.	DATE & TIME OF THE NEXT MEETING Governors noted the time and date of the next meeting on the Thursday 15 th May 2025 at 6pm at Ivanhoe School in the New Sports Hall meeting room

