

Ivanhoe School
MEETING OF THE LOCAL GOVERNING BODY
MEETING
HELD ON THURSDAY 20th JUNE 2024, 6PM at
IVANHOE SCHOOL in Sports Hall 1 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	Apologies
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	Apologies
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	Apologies
Janina Harding (JH)	Community Governor	12.03.2027	Health & Safety Risk Management	Y
Teresa Rose (TR)	Associate Governor	12.03.2025	Teaching and CPD	N
Amy Derbyshire (AD)	Associate Governor	20.09.2024	Teaching and CPD Diversity	N
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
Harry Harmsworth (HH)	Staff Governor - Teaching	4.02.2028		Y
Joanne Stewart (JS)	Staff Governor - Support	26.10.2026		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 – Part 1
NON CONFIDENTIAL

ITEM NO	ITEM
1.	WELCOME AND APOLOGIES The chair welcomed all Governors to the meeting. Apologies were received from AA, BH, KW & JS Resolved: The apologies were considered and accepted

2.	DECLARATIONS OF INTERESTS 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. Resolved: No additional declarations of interest were made.			
3.	MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 9 th May 2024 were approved and confirmed as an accurate record.			
4.	MATTERS ARISING review and update actions from the previous meeting on 9 th May 2024			
	DATE	ITEM NO	ACTION	BY WHO
	30.11.23 1.2.24 14.3.24 9.5.24	5.4. 5.2	All governors to complete the safeguarding, GDPR and prevent training. 3 Governors still to complete training	AD/TR/RH
				Next meeting 20.6.24
	Update – Reminder sent 3.6.24, RH has completed, AD & TR training is still outstanding			
	DATE	ITEM NO	ACTION	BY WHO
	14.3.24 9.5.24	5.3	Governors to arrange summer term visits: - TR visit for CPD still outstanding, AD to email EC to arrange - RH to arrange Pupil premium visit with EB - MM to arrange Diversity visit with EB - JH has date booked for risk register visit – done - MW – attendance tomorrow visit	TR/AD/RH/MM/JH/EB/EC
				Next meeting 20.6.24
	Update –Reminder sent 3.6.24. RH done and completed pupil premium, JH completed risk register visit MW has attendance visit booked for 21.6.24, MM & EB to book date for diversity visit. CPD visit outstanding			
	DATE	ITEM NO	ACTION	BY WHO
	9.5.24	9.1	Fire and Emergency Plan to be uploaded to governor hub	JM
				17.5.24
	Update – Completed 10.5.24			
	DATE	ITEM NO	ACTION	BY WHO
	9.5.24	9.1	Fire and Emergency Plan governors to provide comments to approve by 17.5.24	All
				17.5.24
	Update – No comments received, uploaded to policy folder - completed			
	DATE	ITEM NO	ACTION	BY WHO
	9.5.24	10.1	Business Continuity Plan – to run scenarios for the crisis management team	AA/JH
				Next meeting 20.6.24
	Update – JH is leading on this, no date sent but resources are in place now			
	DATE	ITEM NO	ACTION	BY WHO
	9.5.24	11.1	OFSTED Information Sheets to be typed up and sent to MW	Person taking notes
				Next meeting 20.6.24
	Update – Reminder sent 3.6.24 Sheets received from EC and JH, KW possibly has HSA Still some sheets outstanding – to be picked up in September			

GOVERNANCE	
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP
5.1	<p>Governors noted there were no changes to board membership and terms of office which will cease before the next meeting. MM confirmed his daughter is leaving Ivanhoe and questioned whether he could still continue as a parent governor. He confirmed he is happy to continue in the position.</p> <p>Action: JM to check with Sian Griffiths regarding the terms of membership</p>
5.2	<p>Governors elected the Chair and Vice Chair for 2024/25</p> <p>ES has been vice chair for 2 years and preferred to hand over to someone else.</p> <p>Chair – Mary Webster: Proposed by JH, seconded by AW</p> <p>Vice Chair – Ann Wilton: Proposed MM, seconded by RH</p>
5.3	<p>Chair 360 & LGB Self-evaluation questionnaire completed by governors prior to start of the meeting</p> <p>Action: JM to email the governors not attending the meeting, for forms to be completed by the end of the week.</p>
5.4	<p>To note any Governor Training undertaken since the last meeting and to consider future training needs</p> <p>MW attended the Trust Training: Using Performance Data</p> <p>RH attended unconscious bias online training</p> <p>Feedback on possible future training needs:</p> <ul style="list-style-type: none"> • Online safety training through National College • Jacque Bates to present to LGB around data
5.5	<p>The following Governor visits undertaken since the last meeting were noted:</p> <ul style="list-style-type: none"> • KW SEND visit report is available on governor hub • RH has completed pupil premium visit • JH has completed risk register visit
5.6	<p>MW provided feedback on the Trust strategy day recently attended:</p> <ul style="list-style-type: none"> • Germaine McKinnon presented on intersectionality • CEO Chris Parkinson presented to trustees and chairs the Trust vision and the difference in governor's role under the MAT. The role of governors to challenge and support, facilitate the vision and missions and ensure value for money. He also thanked governors for their support with the panels and complaints. MW asked for Chris Parkinson to come to the LGB meeting to present to governors, this offer has now been extended to all LGBs in the Trust. <p>Action: JM to contact Chris Parkinson's PA with LGB dates</p>
SCHOOL IMPROVEMENT AND ASSURANCE	
6.	Strategic School Improvement Planning
6.1	<p>Governors spent time looking at the current strategic planning wheel and each spoke with governors feeding back suggestions on the wheel and with post it notes. EC collated the comments and took them away.</p>
7.	Head Teachers Report
	<p>The Head teachers report was available on governor hub prior to the meeting.</p>
7.1	<p>The governors were impressed with the success of the National Reading Champions Quiz team, who came 17 out of 500 schools. Governors asked for congratulations to be passed onto the students.</p>

7.2	<p>It was confirmed that the Governor superstar award could be set up next year and this is a good example of how it can be used.</p> <p>The complex home situation of some students was discussed, whilst people try to be the best parents not all children are in the same situation. Finances can be difficult at home with children not having breakfast before school, schools are underfunded. MW mentioned “The Wheel of Power/Privilege” presented by Germaine McKinnon at the Strategy Day. The wheel shows as you get closer to the centre you become more privileged. Those at the meeting were interested to see this.</p> <p>Action: MW to send JM link to the Wheel of Power/Privilege to add to the meeting folder</p>
	FINANCE & BUDGETS
8.	<p>Finance Update</p> <p>An update was provided and recorded in the confidential section</p>
	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING
9.	<p>Termly Care, Guidance and Welfare Report</p> <p>9.1 An update was provided within the Head Teachers report</p> <p>It was highlighted a key area is online safety, staff are in the process of completing operation encompass training where staff are notified when domestic violence incidents are attended by the police. Deputy head of years will have a focus on attendance.</p> <p>It was confirmed following the governor safeguarding visit good procedures are in place, the non-teaching head of years will work well to support students and staff.</p> <p>Q: Will it be confirmed what would happen if there is an issue with a student for staff A: Roles and responsibilities of staff within the new structure will be confirmed to ensure a consistent approach</p>
	ASSURANCE REPORTING
10.	<p>Individual Policy Review</p> <p>10.1 Governors noted and approved the following policies amendments</p> <ul style="list-style-type: none"> • Behaviour Policy • Restrictive Intervention
11.	<p>Operational Risk Register</p> <p>11.1 The report is available on Governor hub (updated 15.5.24)</p> <p>It was noted that GDPR is a different entity to IT as a risk</p> <p>Colour scheme for the mitigation have been change slightly so it is more obvious</p> <p>There were no further comments or questions</p>
12.	<p>ANY OTHER BUSINESS</p> <p>12.1 The chair thanked all governors for all of their support through the year, EC also echoed the thanks form the senior leadership team and staff at Ivanhoe for the support given throughout the year.</p> <p>12.2 It was agreed by governors to set up an early meeting in September (by zoom online) with governors to discuss the first set of results</p> <p>Action: Meeting to be arranged MW to liaise with AA for a date.</p>
13.	<p>DATE & TIME OF THE NEXT MEETING</p> <p>The time and date of the next meeting on the Thursday 3rd October 2024 at 6pm at Ivanhoe School, sports hall meeting room was noted</p>