

HELD ON THURSDAY 23<sup>rd</sup> JANUARY 2024 at 6PM -  
Remote Online Meeting

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	Yes
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	24.05.2025	Curriculum development and student progress	Yes
Janina Harding (JH)	Community Governor	12.03.2027	Health & Safety Risk Management	Apologies
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		Apologies
Joanne Stewart (JS)	Staff Governor - Support	26.10.2026		No Apologies
<b>In Attendance</b>				
Jane Moore (JM)	Governance Professional		Clerk to LGB	
Emma Boussida (EB)	Assistant Head		Pupil premium Attendance Behaviour	Yes
Adrian Samuel (AS)				Yes

**MINUTES – Part 1**  
**NON CONFIDENTIAL**

ITEM NO	ITEM
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>The chair welcomed all governors and staff to the meeting. Apologies were received from JH &amp; HH and governors noted MM absence. AJ (Deputy SENCo) introduced himself to governors</p> <p><b>Resolved: The apologies were considered and accepted</b></p>

2.	<b>DECLARATIONS OF INTERESTS</b> 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. <b>Resolved: No additional declarations of interest were made</b>				
3.	<b>MINUTES OF LAST MEETING</b> The non-confidential minutes of the Governing Board meeting held on the 21st November 2024 were approved and confirmed as an accurate record				
4.	<b>MATTERS ARISING</b> Governors reviewed and updated actions from the previous meeting on 21 <sup>st</sup> November 2024				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	3.10.24 21.11.24	6.2 5.2	All Governors to complete the Declaration of Interests, confirmations of KCSIE and code of conduct via governor hub	HH, JS Code of conduct – AA, ES	By Next meeting 23.1.25
	Update – Some still outstanding – reminder email to be sent to individuals 25.11.24 JS are still outstanding				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	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				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	3.10.24 21.11.24	6.7	Remaining governors to complete Cyber Security online training	AW	By Next meeting 23.1.25
	Update –Completed				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	3.10.24 21.11.24	6.7	Governors to complete National College Safeguarding, Prevent and GDPR Training	All Governors	By Next meeting 23.1.25
	Update – 3 safeguarding outstanding – List of training is available on Governor hub KW to send certificates				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	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 <sup>th</sup> March at 6pm				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	3.10.24 21.11.24	12.1	Safeguarding LA audit to be sent to governors when ready	EB	By Next meeting 23.1.25
	Update – Signed – AA to publish once ready on agenda as item 9 - Completed				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	3.10.24	13.2	To discuss the SEND information report and SEND policy at next governor visit meeting	KW	Next governor visit meeting
	Update – SEND on agenda - Completed				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
21.11.24	5.8	The LGB Action plan to be circulated on governor hub and ask governors for comments	MW/JM	By Next meeting 23.1.25	
Update – No comments sent - Completed 25.11.24					

	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	21.11.24	7.3	Prepare repeat offender suspension data for governors	AA	By Next meeting 23.1.25
	Update –Item 9 on agenda - Completed				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	21.11.24	10.1	Pupil premium annual report to be added to next agenda	JM	By Next meeting 23.1.25
	Update – Completed 26.11.24				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	21.11.24	10.1	Link to pupil premium report on the website to be added to governor hub	JM	By Next meeting 23.1.25
	Update – Completed 26.11.24				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	21.11.24	12.1	Behaviour Policy - Paragraph 7.6 still refer to screening, what is the screening part – check the word screening	AA	By Next meeting 23.1.25
	Update –On agenda - Completed				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	21.11.24	12.1	Physical Restraint Policy – number 4 in our approach, paragraph 2 and 3 to be looked into as it was felt it was not in the right place, separate issues.	AA	By Next meeting 23.1.25
	Update –On as agenda item in policies - Completed				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	21.11.24	12.1	The Supporting Children with Medical Needs Policy to be added to the next meeting agenda	JM	By Next meeting 23.1.25
	Update –Completed 26.11.24				
	<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>
	21.11.24	15	Dates for Governors – Heads PA to send out dates for governors to attend activities	AA/Heads PA	By Next meeting 23.1.25
	Update – Completed				
<b>GOVERNANCE</b>					
5.	<b>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</b>				
5.1	Governors noted a request was made on 10.12.25 and agreed by the Trust to add 2 community governors’ positions to the board.(Safeguarding and teaching & Learning are skills areas identified as needed				
5.2	One governor outstanding to complete the Declarations of Pecuniary Interests and confirmations including KCSIE & code of conduct				
5.3	Governors noted the Trust Governor Training Programme for 2024-25 National College – Safeguarding 31.10.24, GDPR 31.1.25 & Prevent 30.11.24 3 governors still to complete some areas of training a list is available on governor hub				
5.4	Governor noted there had been no training undertaken since the last meeting. The in person NGA session on Stakeholder, parent engagement and community work will take place during the meeting on 20 <sup>th</sup> March 2025.				

5.5	<p>Governors noted the Governor visits undertaken since the last meeting</p> <ul style="list-style-type: none"> <li>• BH Curriculum visit report</li> <li>• MW Attendance visit report</li> </ul>
<b>SCHOOL IMPROVEMENT AND ASSURANCE</b>	
6.	<b>Progress Towards Targets</b>
6.1	<p>AA provided an update on the School Improvement Plan with the progress document available on governor hub.</p> <p>AA highlighted the context of the school with fluctuating numbers and a smaller year 11 group due to age range change. The next academic year will be full when year 9's move on to year 10. The year 11 cohort is not a typical cohort with the number of pupil premium students in year 11 is 37.1%, this is over the national average of 26%. There are 25% of pupils with a SEND need, this is over the National average of 15%.</p> <p>AA summarised through the 8 spokes sections of the wheel the school is emerging or embedding in terms of progress and highlighting:</p> <ul style="list-style-type: none"> <li>• Everyone is included: the school feel in a better position with better checking systems in place using QFIT, can log how this works in the classroom which is a real improvement</li> <li>• Everyone meets their potential: students are doing better with improving results and results figures comparable to National for 2023, still work to be done particularly around PP and SEND students</li> <li>• Behaviour Curriculum: systems are in place in class and the school has heavily invested in pastoral support. The next steps include subject action plans with graduated responses with a link between SEND and behaviour responses.</li> <li>• Students attend feeling a sense of belonging: attendance is still below the national average with further work to be done with particular children with a vulnerable background</li> <li>• Meet the needs of all learners: adaptive teaching and QFit handbook is included in all staff folders and used in daily planning</li> <li>• Make learning stick: use of SISRA and effective homework systems, with further training around the Arbour app and homework needed</li> <li>• Curriculum inspires a love of learning: curriculum will need a complete curriculum review in the future to ensure the school is offering different courses than GCSEs to provided students with other options</li> <li>• Curriculum builds agency: this has developed with the trailing of crew time and missions in year 7, hope to move this across the rest of the school moving forward.</li> </ul> <p>No further questions were raised.</p>
7.	<b>Annual Report: Pupil Premium</b>
7.1	<p>EB confirmed the pupil premium strategy has been reviewed, is compliant and available on the website and on governor hub.</p> <p>EB highlighted some of the areas within the strategy:</p> <ul style="list-style-type: none"> <li>• How to make a shift to SEMH needs (from COVID strategies) and how PP children are supported</li> <li>• Attendance and low level achievement groups</li> <li>• Continuing the work around reading, moving into crew time</li> <li>• Behaviour attitudes to learning, using forums and appropriate referrals</li> <li>• Smoking &amp; vaping, how support is used to avoid missing lessons</li> <li>• Home learning, how students can be supported</li> <li>• Activities to support students to improve SEMH and support barriers to learning</li> </ul>

7.2	<p><i>Questions and answers:</i></p> <p><i>Q: The homework club has low attendance; could the student numbers participating be increased?</i></p> <p><i>A: Staff are looking into ways to encourage more students to attend the club; some students have not been able to attend after school due to transport. The school are going to run a lunchtime club and direct more students to attend. Numbers have dipped when snacks are not offered during the club, staff are looking at options where snacks can be offered, possible snacks that can be taken away or passes for the next day.</i></p> <p>For the students not attending due to low attendance or suspensions, the school have designed a low attendance booklet that will be available on the website to encourage more engagement.</p> <p><b>Action: Bob Harris to arrange a pupil premium governor visit</b></p>
<p><b>8.</b></p> <p>8.1</p> <p>8.2</p>	<p><b>SEND Update</b></p> <p>AJ (Deputy SENCo) provided an update for governors including the priorities for the year</p> <p>AJ highlighted:</p> <ul style="list-style-type: none"> <li>• SEND student numbers for the school are slightly above national average</li> <li>• There is an increase in parents asking to apply for an EHCP for their children</li> <li>• Year 9 has a significant number of applications as these children have been missed due to COVID</li> </ul> <p><b>Action: KW to arrange a SEND governor visit</b></p> <p><i>Questions and answers:</i></p> <p><i>Q: How do the pupil premium and SEND numbers compare with Ashby School?</i></p> <p><i>A: Pupil premium at Ashby is 16% and SEND figures are much higher. Ivanhoe retained a number of SEND students who would not have coped with transition, currently in year 10 and 11 Ivanhoe have a much higher proportion on students.</i></p> <p>Although there is free choice on school, students from outlying villages attending Ashby have to pay bus fares, those students who could not afford it stayed at Ivanhoe. Ivanhoe is full because the school take in from all the villages, there need to be further work with the bigger primaries in Ashby to change views and establish a unique selling point.</p> <p><i>Q: SEND professionals identify Ivanhoe within North West Leicestershire. What support is in place to attract pupils within the grey area?</i></p> <p><i>A: Ivanhoe has put a lot of work into the pastoral offer, with deputy head of years and staff put in place to enable people to support the students. The school need to look at more admin support and to pre-empting issues as well as expanding mental health support. The school work closely with the Inclusion team and do a lot of work around transition with the primary schools, staff at Ivanhoe are already having conversations and are putting the ground work in place for year 6 students due to transfer.</i></p> <p>AA confirmed attendance at a round table with the local MP to ask about the local authority decision to take money from every school in Leicestershire to cover holes in the local authority budgets. It is felt that schools can spend this more effectively than the local authority will</p>
<b>SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING</b>	
<p><b>9.</b></p> <p>9.1</p>	<p><b>Termly Care, Guidance and Welfare Report</b></p> <p>The report and local authority safeguarding audit is available on Governor Hub.</p> <p>EB highlighted:</p> <ul style="list-style-type: none"> <li>• The LA safeguarding audit was positive for the school</li> </ul>

	<ul style="list-style-type: none"> <li>• Strategy meetings are held with interventions put in place</li> <li>• There are currently no looked after students attending the school</li> <li>• 3 students have tutoring outside school</li> <li>• Domestic violence is still a prominent concern, with contact from Operation Encompass</li> <li>• Vaping is becoming more prominent, referral system in place (moving forward any student suspended for vaping should have an automatic referral)</li> <li>• Support is offered to families in struggling financial (e.g. uniform costs, breakfasts)</li> <li>• Actions to ensure we are support families including offering drop in sessions (spring term)</li> <li>• Further work needed on monitoring students online, using ipad's etc whilst at home</li> </ul>
9.2	<p>The attendance data highlights include:</p> <ul style="list-style-type: none"> <li>• The attendance strategy is comprehensive and really good support in place</li> <li>• The DFE comparisons indicate attendance is below the national average but there is an improving picture</li> <li>• A lot of work is being carried out with welfare checks</li> <li>• All 0% attenders are tracked and supportive measures put in place</li> </ul>
9.3	<p>The suspension data was shared with governors highlighting:</p> <ul style="list-style-type: none"> <li>• The 2022-23 behaviour reset increased the number of suspensions</li> <li>• Out of total suspensions 33% were for SEND</li> <li>• FSM pupil suspensions is up by 63% (this is possibly due to the same children being suspended)</li> <li>• A move to a more graduated response with behaviour action plans</li> <li>• A need to look at more referrals to how to support families</li> <li>• Team around the student meetings, forums and panel meetings to discuss with external agencies, panel meetings with the National Forest hub, support from SEND team</li> <li>• Colour coded suspension folders to identify groups (FSM) to look at different options to suspensions</li> <li>• Trying to avoid suspension by using the National Forest hub</li> <li>• Looking at different options for vulnerable students who cannot cope with move to a different place/environment</li> <li>• Renaming the reset room at Ivanhoe to inclusion room</li> </ul>
9.4	<p>Q: With the movement of students within the National Forest hub for suspensions, does it work better with students going too or from Ivanhoe?</p> <p>A: Ivanhoe already sends a member of staff with the student to support with them settling in whereas other schools do not. The inclusion room at Ashby is out of the way of the main school whereas Ivanhoe's is more within the school.</p>
<b>ASSURANCE REPORTING</b>	
<b>10.</b>	<p><b>Individual Policy Review</b></p> <p>To approve the following policies amendments</p> <ul style="list-style-type: none"> <li>• Supporting Children with Medical Needs Policy</li> <li>• Access Arrangements Policy</li> <li>• Physical Restraint Policy (MAT Policy)</li> <li>• Word Processing Policy</li> <li>• Behaviour Policy (MAT Policy)</li> </ul> <p>Comments on policies:</p> <ul style="list-style-type: none"> <li>• Physical Restraint Policy – there is no mention of support for the member of staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Word processing policy – nothing written about being used in classrooms</li> <li>• Behaviour Policy – further changes still to be made</li> </ul> <p>The policies were noted and approved subject to the changes being made</p>
<b>11.</b> 11.1	<p><b>Operational Risk Register</b></p> <p>The operational risk register was reviewed before Christmas and a link has been added to governor hub. AA highlighted the updates on the risk register for governors</p> <p>There were no further questions or comments</p>
<b>12.</b> 12.1	<p><b>Peoples Strategy</b></p> <p>The presentation from Amanda Scott given to chairs is available on governor hub. The Trust are looking at the strategy to attract the right people to work in the Trust, looking at workload and how we rebrand and promote the Trust as a great place to work and standardise how people apply for jobs. Governors were asked for any comments or feedback.</p> <p><b>Action: MW to email Sian regarding BH comment on leadership and culture (slide 5 tactics)</b> BH suggested we should extend the mission from a strong commitment to equality to a strong commitment to equality <u>and tackling inequality</u>.</p>
<b>13.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no any other business discussed</p>
<b>14.</b>	<p><b>DATES FOR GOVERNORS DIARIES</b></p> <p><i>The 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. Updates are provided by the Heads PA and given in newsletters.</i></p> <ul style="list-style-type: none"> <li>• STEAM event – governors will be informed of dates</li> </ul>
<b>15.</b>	<p><b>DATE &amp; TIME OF THE NEXT MEETING</b></p> <p>Governors noted the time and date of the next meeting on the Thursday 20<sup>th</sup> March 2024 at 6pm at Ivanhoe School in the New Sports Hall meeting room</p>