

Ivanhoe School
MEETING OF THE LOCAL GOVERNING BODY
MEETING
HELD ON THURSDAY 30th NOVEMBER 2023, 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	N
Amy Derbyshire (AD)	Associate Governor	20.9.2024	Teaching and CPD Diversity	Apology Rec'd
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		Y
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	
Emma Cresswell (EC)	Deputy Head Teacher		Personal Development and careers	Y
Emma Boussida (EB)	Assistant Head		Pupil premium Attendance Behaviour	Apologies

MINUTES
NON CONFIDENTIAL

ITEM NO	ITEM	Action																																																																											
1.	WELCOME AND APOLOGIES The chair welcomed all Governors to the meeting. Apologies were received from AD 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 21 st September 2023 were approved and confirmed as an accurate record																																																																												
4.	MATTERS ARISING To review and update actions from the previous meeting on 21 st September 2023 <table><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>21.9.23</td><td>5</td><td>Governors to complete Declarations of Interest on Governor Hub for 2023-24</td><td>All</td><td>Next meeting 30.11.23</td></tr><tr><td colspan="5">Update – All completed</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>21.9.23</td><td>8.6</td><td>Contact remaining governors to complete skills audit</td><td>JM</td><td>Next meeting 30.11.23</td></tr><tr><td colspan="5">Update – Completed 11.11.23</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>21.9.23</td><td>8.8</td><td>To remind governors of training dates for specific courses</td><td>JM</td><td>Ongoing</td></tr><tr><td colspan="5">Update – Reminder sent - Safeguarding Training to be completed by end of HT1 – 6 members still to complete and Prevent Training to be completed by 30.11.23 – 5 members still to complete</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>21.9.23</td><td>10.2</td><td>Survey/Data Feedback to be added to next agenda</td><td>JM</td><td>Next meeting 30.11.23</td></tr><tr><td colspan="5">Update – Completed</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>21..9.23</td><td>15.2</td><td>Risk Register to be added to agenda moving forward</td><td>JM</td><td>Next meeting 30.11.23</td></tr><tr><td colspan="5">Update – Will be a termly item on Agendas moving forward</td></tr></table>	DATE	ITEM NO	ACTION	BY WHO	WHEN	21.9.23	5	Governors to complete Declarations of Interest on Governor Hub for 2023-24	All	Next meeting 30.11.23	Update – All completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	21.9.23	8.6	Contact remaining governors to complete skills audit	JM	Next meeting 30.11.23	Update – Completed 11.11.23					DATE	ITEM NO	ACTION	BY WHO	WHEN	21.9.23	8.8	To remind governors of training dates for specific courses	JM	Ongoing	Update – Reminder sent - Safeguarding Training to be completed by end of HT1 – 6 members still to complete and Prevent Training to be completed by 30.11.23 – 5 members still to complete					DATE	ITEM NO	ACTION	BY WHO	WHEN	21.9.23	10.2	Survey/Data Feedback to be added to next agenda	JM	Next meeting 30.11.23	Update – Completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	21..9.23	15.2	Risk Register to be added to agenda moving forward	JM	Next meeting 30.11.23	Update – Will be a termly item on Agendas moving forward					
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	GOVERNANCE	
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP	
5.1	<p>The governors noted the following changes:</p> <ul style="list-style-type: none"> Ann Wilton terms of office extended term until 10.11.27 <p>A volunteer was requested to take on the safeguarding role and shadow Ann to assist with succession planning</p> <ul style="list-style-type: none"> Matt Gray has resigned as an Associate Member wef 23.10.23 Staff Teaching Governor vacancy received no interest but will go out to staff again 	
5.2	<p>All governors have completed the Declarations of Pecuniary Interest and confirmations including KCSIE via governor hub and Code of Conduct</p> <p>The skills Audit has been completed</p>	
5.3	<p>The audit indicates a strong board of governors, items highlighted</p> <ul style="list-style-type: none"> Succession planning for chair/vice chair Diversity – training will be available during this academic year 	
5.4	<p>The Governor Training Programme:</p> <ul style="list-style-type: none"> Prevent and Safeguarding Training should be completed by 30.11.23 <p>AW confirmed there is an expectation from Ofsted that these are completed by governors</p> <ul style="list-style-type: none"> MW, AW & RH attended the Ofsted training which was very useful Induction Training to take place in January The training schedule is available on the noticeboard 	<p>Action - send a list to MW of Governors still to complete training</p> <p>JM to send reminder emails</p>
5.5	<p>The Governors visits undertaken since the last meeting were noted:</p> <ul style="list-style-type: none"> SEND visit report is available on governor hub Health & Safety visit has been completed – awaiting report <p>Currently working on communication links to ensure reports arrive with the correct person to deal with the issues</p> <ul style="list-style-type: none"> Attendance visit to take place in January 	
5.6	<p>MW reported the chairs met in November and completed finance training</p> <p>Chairs are also to produce an action plan for the local governing body</p> <p>There is an issue with the number of exclusion and suspension panels across the MAT (between 5 and 15 before Christmas), there is a Doodle poll for governors to complete any availability to support with panels. There is a shortage of governors on LGBs across the MAT</p>	
	SCHOOL IMPROVEMENT AND ASSURANCE	
6.	School Improvement Plan/ SEF Update	
6.1	<p>The school improvement plan is available on Governor Hub.</p> <p>AA confirmed the plan is a working document which is reviewed throughout the year and updated as progress is made through the year</p> <p>AA highlighted some of the areas in the report and the progress being made</p> <p>There were no additional questions from Governors</p>	
7.	Operational Capacity	
7.1	<p>The Operational Capacity Report is available on Governor hub</p> <p>AA went through the operational capacity numbers for 2023/24 and 2024/25</p>	

7.2	<p>The school need to put limits on the entry of new students to protect student numbers moving forward</p> <p>Questions arising: MW – what dictates operational capacity? AA – The school cannot run fully if we go above the operational capacity number, and this also assists Ivanhoe and Ashby with protecting their capacity</p> <p>EC – Can students apply before the start of the year or is this it we are not taking any further students? Hypothetically if applied now to start in sept 24 – if 160 want to come we would not take them AA – This needs to be put in place now to prevent future issues. For an external applications point of view this is 140, this will enable the year 10 students currently on roll to move onto year 11 and places not be taken up by external applications through the local authority.</p> <p>EC – if someone moves to the area and both Ivanhoe and Ashby school are full are we forced to take the student? AA – No</p> <p>ES – Where do the children go? AA – It is the Local authority responsibility to find the student a place in school</p> <p>ES – How have these figures been derived, is it MAT or the council? AA – Year 7,8,9 and 11 are on current figures. Year 10 are on a projected figure To protect the current students in year 9 to ensure we have places for them moving into year 10 we need to cap the number of external applications from the local authority.</p> <p>ES – who has generated the document? AA – the 3 heads from Ivanhoe. Ibstock and Ashby have agreed the figures All the heads have agreed to go 10 over pan in year 7, on point of entry</p> <p>KW – Really wise with the current trends in PX's and school movements, what are the financial implications? AA – Financial implications are huge, because we do not permanently exclude alternative provision for pupils can be costly, also have to pay transport costs. Difficult to find affordable alternative placements. There is an inclusion panel in place called IGNITE which works with the 3 schools to find placements.</p> <p>ES – can governors have a comprehension of how much it would cost per child to go to alternative provision AA – Can be between £10000 and £30000 but can be more than that Can also be difficult to find good alternative provision for students. There are no pupil referral units in place however there are more and more children needing specialist/alternative provision.</p> <p>ES – They have eliminated the pupil referral units out of the local county. Would you consider sending pupils to Burton?</p>	
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	<p>AA – In Northwest Leicestershire they have, which is why inclusion partnerships are in place. There are some pupils who go to provision in different places. The school have to quality assure the provision and pay for transport costs, which can be up to £100 per week and pay for the provision on top of this</p> <p>ES – What right of appeal has a parent for the try to get them into a school of their preference in their locality</p> <p>AA – Parents must apply through the local authority, if there are no room then they cannot be allocated a place in the school they would like, this is typical in most places.</p> <p>JH – from an appeals point of view, a parent must prove there is some detriment to your child to attend the school requested.</p> <p>AA – There are some things which move children up the list, i.e. looked after.</p> <p>ES – If Ibstock is the preferred choice for additional places, what capacity have they got for 23/34/ AA – around 800</p> <p>Resolved – The Governors approved the operational capacity for 2024/25 to be capped to limit entry.</p>	
8.	<p>Survey/Data Feedback</p> <p>The survey feedback and school day review reports are available on Governor Hub</p> <p>8.1 AA was really pleased with the survey feedback, which are completed every term. The school have seen some improvements within the staff, pupil, and parent surveys, with the biggest impact being in the parent survey with the percentage of parents feeling that their child is happy at Ivanhoe increasing. The key area priorities have been identified in the staff, pupil, and parent surveys to continue to improve moving forward.</p> <p>8.2 Questions arising: BH – As the number of staff completing the survey has dropped, how confident are we that the increases seen are genuine and not attributed to staff who are not happy not completing the survey? AA – There have been a couple of staff advise they have not completed the survey due to feeling low and did not want to skew the figures. Also, some staff feel the survey is not anonymous, also due to the busy school day and time constraints for staff did not complete the survey. The test for this will be when the survey goes out again in January. The survey will be completed in January and responses will be compared.</p> <p>EC – It was identified that there is a wide section of support staff that are not particularly good with completing online forms, therefore paper copies will be used in January</p> <p>BH – Question on the pupil form, do they enjoy school? What guidance/criteria do the students get when answering the question do you enjoy school means? AA – confirmed they do not get any guidance, can only use gut feelings. We do other smaller surveys throughout the year to dig down deeper into what does</p>	

	<p>enjoyment look like. We also get student voice in individual surveys to further support this. It is a blunt instrument but it does help compare results over the schools</p> <p>JS – Commented that student perception can be different as they can feel that staff have not done anything to resolve an issue but they are unaware of the wider picture, and work that has gone on collecting statements etc. We may need to re-ask the question what do you mean, what are you expecting and what are they looking for</p> <p>AA – As the questions often have a wide remit, using other surveys can help us dive deeper. Staff and pupil definitions can also be defined differently. We can still use these questions though to make comparisons</p> <p>JH – Commented that from a parent’s point of view, because they do not have access to the full picture of the consequences and sanctions undertaken with other pupils involved, the perception can be that the incident has not been dealt with but school records would show that it has been fully dealt with.</p>	
8.3	<p>AA shared the school day review, highlighting of the 90 responses of which 40 were negative or wanted to discuss further. The main concern was of the lateness of the second lunch time; however, the shorter lunchtime has seen increased benefits across the school day. Many to the issues with the children eating have been resolved. The school will investigate changing the lateness of the second lunchtime next year.</p> <p>MW – The survey has been complete, but are parents continuing to be vocal? AA – No, not had anything else</p> <p>EC – Are you thinking to respond to the negative views by sharing the survey results or something in the next news letter AA – we need to ensure that everything is evaluated fairly and views are heard, but will include something in the newsletter and will make it clear that in the review in the next academic year we will be taking the views into account for the lateness of the second lunch time.</p> <p>MW – commented there have been no reports come through to the governing body</p> <p>EC – commented that from a staff point of view there was concern over the shorter lunch time however there have been a lot of positive feedback on the timings from staff AA – moving forward will discuss further with staff and pupils for their feedback on the changes.</p> <p>Resolved - All governors are happy to support the changes</p>	
9.	Teaching and Learning Quality Assurance	
9.1	<p>The teaching and Learning update is available in Governor hub</p> <p>EC provided an update into the shared quality assurance process in a simplified way to drive forward school improvement.</p>	

	<p>EC highlighted the deep dives into the individuals and departments to look at the quality assurance process. This year started looking at the previous year and identifying key priorities with departments completing activities to monitor and review to ensure consistency across the departments e.g. ensuring staff have consistent marking criteria</p> <p>There have been several activities happening around school which are carried out by subject leaders and the SLT link but moving forward this year SLT need to co-ordinate and look in greater detail at things to develop and improvements to ensure consistency across departments. Moving forward SLT are trying to align and build in lessons learned with feedback to subject leaders. EC has also been working with cross MAT partnerships to provide more structure and rigorous cycle of reviewing to enable the impact to be measured.</p> <p>EC highlighted a difficulty of grading staff, giving staff a label. This can make it difficult to analyse measurable impact. Other schools in the MAT use a Cibra Observe where staff are graded but data can be pulled from a simple piece of software which can give information via pupil, year group, target and show year on year progress which enable you to see specific developments required but it does need some sort of grading in place.</p> <p>JH – Commented that a lot of staff work in isolation, there are not a lot of opportunities for staff to see other staff and observe different models/lessons and how other teachers do things</p> <p>EC – We have used this previously; from a practical point it is difficult at the moment but ideally it would be good to develop practice/</p> <p>BH – commented that Cibra Observe is used within his job role and has found this a good system to use. His understanding is any grading criteria is programmed in by the school and staff could be involved with creating the grading system and how they are going to be assessed.</p>	
<p>10.</p> <p>10.1</p>	<p>Annual Report – Pupil Premium</p> <p>The annual report is available on governor hub</p> <p>AA advised this is a legal requirement and must be added to the website by the end of December</p> <p>MW – confirmed the link for Pupil Premium is RH and this needs to be amended on the document</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>Ofsted</p> <p>MW felt following the training session as an LGB we were quite well prepared for OFSTED. MW & AA created a document last year with lots of typical answers however this is now out of date. MW suggested a fact sheet, a couple of pages for each of the areas that the governors cover. MW to assign areas to governors, for each governor to complete a couple of paragraphs including statistics, where we are now, how do governors challenge, MW to circulate list of the areas for each governor and it can be discussed at the next governor meeting.</p> <p>MW also asked all governors to make sure that their contact details are up to date on governor hub to enable governors to be contacted for OFSTED visits</p>	<p>Action – all governors to check contact details are up to date</p>

	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING	
12.	Termly Care, Guidance and Welfare Report	
12.1	<p>The termly care, guidance and welfare report is available on governor hub</p> <p>AA highlighted that domestic violence is the main concern affecting students. Encompass training has been provided for all SLT & car and guidance staff this week. Looking at doing training for all staff in the new year on how domestic violence impact the learning of those students affected.</p> <p>MW – asked how the MPV programme is going?</p> <p>AA – confirmed that the programme will be launched again at this time of the year and should be able to update at the next meeting</p> <p>ES – confirmed the students are being trained up, and the launch at the council office in the near future</p>	
	ASSURANCE REPORTING	
13.	Individual Policy Review	
13.1	<p>The following policies were reviewed and approved by the LGB</p> <ul style="list-style-type: none"> • Young Carers <p>AW identified one minor thing on one line which will be discussed with EB</p> <p>21.9.23 - Policies were added to Governor hub – Access Arrangements Policy & The Word Processor Policy – no comments were received and policies approved</p>	
14.	Operational Risk Register	
	The review was completed at the last meeting 21.9.23 and will be reviewed at the Spring Term Half Term 2 meeting	
15.	Business Continuity Plan	
15.1	<p>AA confirmed that this is now a procedure rather than a policy and has been updated. The Business -Service Continuity Plan is available on governor hub</p> <p>The school still need to add some scenarios, governors can look at challenging on situations which may arise.</p> <p>JH – has experience of setting up scenarios and offered support with setting up scenarios.</p>	
16.	ANY OTHER BUSINESS	
	There was no any other business raised	
17.	DATE & TIME OF THE NEXT MEETING	
	<p>To note the time and date of the next meeting on the Thursday 1st February 2024 at 7pm, The meeting will be held virtually</p> <p>All governors to note the meeting for June has been changed to Thursday 20th June 2024 at 7pm</p>	

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	30.11.23
30.11.23	5.6	JM to send MW LGB Action plan proforma	JM/MW	Next meeting 1.2.24
30.11.23	11.2	All governors to check contact details on governor hub are up to date	All	Next meeting 1.2.24