



INKBERROW FIRST SCHOOL



MINUTES of a meeting of the Governors of Inkberrow First School,
held on Tuesday 26th June 2018 at 6 pm at the school

Supporting, representing and promoting the School together

Attendees:

Ann Derbyshire (Chair)(AD)
Heather Thomson (Head)(HT)
Gilly Hulse-Smith (GHS)(Part)
Jenny Rose (JR)
Lou Chance (LC)
Rob Knight (RK)(Member of Staff)(Part)

Martin Allen (Vice-Chair)(MA)
Lisa Tagg (LT)
James Booton (JB)
Richard Jordan (RJ)
Abbie Holliday (AH)
Helen Lees (HL) (Clerk)

- 1 Welcome and Receipt of Apologies with application for consent of absence:** Apologies were received, and accepted, from Bruce Rienstra (BR), Rob Hughes (RH) and Maggie Hazlewood (MH). It was noted that Gilly Hulse-Smith would be late arriving due to work commitments, and that Heidi Fear (Associate Member – Finance) has elected not to attend this meeting. It was agreed that Agenda Item 5a should be brought forward and be considered as Agenda Item 3.
- 2 Declarations of Interest** – No attendees had any items to declare regarding the 26/06/18 agenda, which had been circulated to all prior to the meeting.
- 3 Presentation on “Growth Mindset” by Rob Knight:** The Chair welcomed Rob Knight, the member of staff who has led on the 2017/18 IFS Growth Mindset Initiative, to the meeting. Rob gave an informative presentation to Governors regarding the IFS Growth Mindset Initiative, which focussed upon the following 4 areas:
 - *Overview of “Growth Mindset”:* Governors were shown a short explanatory video regarding Growth Mindset, and were advised that this video has also been shared with pupils and parents during the year. Some further background information regarding Growth Mindset was also provided to Governors.
 - *Overview of the Growth Mindset Implementation Strategies that have been used by IFS during 2017/18 :* Governors were advised that the following strategies have been employed within IFS regarding Growth Mindset:
 - Use of Language – Emphasis has been put on providing praise for effort rather than achievement
 - The power of “yet” – usage of the word “yet” implies that there is space for growth and improvement
 - “Be the best you can be” – the emphasis has been put upon pupils competing with themselves to improve upon their previous achievements, rather than competing with other pupils
 - Development of a “take on a challenge” mentality – pupils have been encouraged to stretch themselves outside their comfort zone and to accept challenges and enter the “stretch zone”
 - Learning by mistakes – creation of a culture where mistakes are accepted and recognised as an opportunity to learn. Staff have led by example by acknowledging to pupils when they make mistakes and demonstrating how they have learnt as a result of the mistake.

- *Overview of the Impact that the Growth Mindset Initiative has had at IFS:* Governors were advised that in order to try and quantify the impact of the initiative upon pupils, a sample of pupils from each year group have met with RK and the Governor assigned to monitor this initiative to discuss Growth Mindset. Details of the discussions are captured in the Growth Mindset Visit Reports that were circulated to all Governors prior to the meeting. Governors were advised that it was evident from these meetings that the pupils have grasped the Growth Mindset concept and that they are adopting Growth Mindset language and behaviour.

A questionnaire regarding the initiative has also been sent to Parents to which @50% of parents responded, with 85% of respondents stated that they believe the initiative has helped their child. A letter from a parent regarding the positive impact of the initiative upon their child and their family was read to Governors, which all noted gave an extremely strong message regarding the power of the initiative. In addition, Governors were advised that staff have reported that pupils are now taking more risks, are generally more confident and that the fear of failure is decreasing.

- *Next Steps for Growth Mindset at IFS:* Governors were advised that staff would like to have an SDP Objective regarding the embedding of the Growth Mindset Initiative at IFS for 2018/19, which Governors agreed based on the information provided and evidence seen throughout the year would be beneficial. Governors were advised that as part of this objective:
 - Staff plan to hold a second Growth Mindset meeting with parents in the Autumn Term 2018
 - IFS plans to train all new staff in Growth Mindset
 - IFS plans to procure some additional resources (“Growth Mindset: From Roots to Roses”) for usage going forwards
 - IFS is considering arranging for guest speakers who demonstrate a Growth Mindset mentality to visit school to share their thoughts regarding Growth Mindset
 - Staff plan to apply Growth Mindset skills in a broader context, in particular within sport

The Governors expressed their thanks to Rob Knight for his informative presentation. A Governor queried whether all AAT schools are implementing Growth Mindset. The Head advised that all schools use the concept to some degree, however IFS is the only school who has taken an in-depth and whole school approach to implementing the initiative to date. A Governor noted that as the Growth Mindset Initiative becomes “business as usual” within IFS it will be necessary for Growth Mindset information to be provided to parents at Induction and in the Information Pack.

Action: Head to incorporate Growth Mindset information into the IFS Information pack and the IFS induction material.

[RK left the meeting]

- 4 Review and Approve the Minute of the Full GB Meeting held on 10/05/18:** Subject to the correction of a typographical error on Page 1 of the Minutes, and the amendment of the statement “highly satisfactory” to “exemplary” in Section 5(f) of the Minutes, the Minutes were approved as being a true record of the meeting and were duly signed by the Chair.
- 5 Review of New and Open Actions Table:** The New and Open Actions Table, which had been circulated to all prior to the meeting, was reviewed. A number of updates were made to the actions. An updated version of the Actions Table, to reflect the updates provided at the meeting and new Actions assigned, will be circulated alongside the Minutes of this meeting.
- 6 School Development Planning and Strategic Development Planning:**
 - a) Receive Presentation from Rob Knight regarding IFS’s Growth Mindset Initiative (2017/18 SDP Objective 2)?** See Minutes of Agenda Item 3 above.
 - b) Any questions regarding the updated 2017/18 SDP circulated prior to the meeting?** The Chair noted that the plan is looking increasingly green (completed) and questioned whether the Head is happy with the progress that has been made to date. The Head advised that she is happy

with the progress made to date, but noted that a number of items on the plan are dependent upon the RSC's Change of Age Range decision and can not be progressed further until that outcome is known. Governors queried when the RSC's decision is expected. The Chair advised that the Trustees believe that the RSC's Heads Board is meeting during w/c 09/07/18 to consider the application, but that no details regarding the likely date of publication of the decision have been provided by the RSC.

The Head advised that the Curriculum Review work that has commenced during 17/18 will be ongoing next year, and reminded Governors that they are welcome to review the Curriculum Policy folders.

A Governor noted that the SDP 2017/18 could be further updated to capture the Growth Mindset evidence obtained from the recent interviews with pupils. **Action:** HT to update the 2017/18 SDP to capture additional evidence obtained from the recent Growth Mindset interviews with pupils.

- c) **Receive Update regarding the proposed 2018/19 SDP?** The Head provided Governors with an overview of the 3 Objectives that IFS are proposing for the 2018/19 SDP, along with the rationale for choosing these objectives, with these being as follows:

SDP Objective 1: Raise standards further in Reading and Writing and Maths for all pupils with a focus on language development (vocabulary, speaking and listening)

Rationale: The Head advised that this Objective is being proposed as pupils are increasingly entering school with poor speaking and listening skills, and there are a number of vulnerable pupils who are not making expected progress in Reading and Writing. The Head further advised that a number of pupils lack regular support from home. In addition, a review of Reading and Phonics is due, and staff believe that embedding the Growth Mindset Initiative within school could help to raise standards in Reading, Writing and Maths.

SDP Objective 2: Curriculum

Rationale: The Head advised that this Objective is being proposed as a review of PSHE/SRE is required (following publication of the DfE's Decision in this area expected in Summer/Autumn 18), and in addition History, Music, Science and planning for Greater Depth require review. The Head also advised that IFS want to personalise the curriculum by building in a "multicultural" element across all year groups. Finally, given the proposed conversion to Primary in September 2019 it will be necessary for staff to commence planning for Y5/Y6 curriculum during 2018/19.

SDP Objective 3: Succession Planning / Induction of new staff / preparation for 2019

Rationale: The Head advised that this Objective is being proposed to ensure that IFS effectively manages the staffing changes that are taking place in 2018/19, and those which may need to be implemented in 2019/20 should the change of age range progress. In addition, the Head advised that having reviewed the Curriculum (Proposed SDP Objective 2) it would be beneficial to also review the Role of Subject Leaders within school, and to review the responsibilities for First Aid and Safeguarding. The Head advised that new Safeguarding obligations are to be implemented by the Government in September 2018.

It was agreed that the Head should document her proposals and circulate the proposed 2018/19 SDP to all Governors for their consideration. **Action:** HT to circulate the proposed 2018/19 SDP to all Governors for their consideration. **Action:** HL to place "Review and Approve 2018/19 SDP" onto the September 2018 IFS LGB Agenda.

- d) **Review of the Draft IFS Strategic Development Plan for 2018/19 to 2020/21** : The Head advised that, at present the Draft IFS Strategic Development Plan for 2018/19 to 2020/21, which had been circulated to all Governors for their review prior to the meeting, contains her initial thoughts on IFS Strategic Priorities over the next 3 years, and that the plan needs to be further developed to capture the Strategic Priorities that the IFS Governing Body require progressing over the next 3 years.

It was noted that the IFS Strategic Development Plan will need to align with the AAT Strategic Plan for the same period, and that this AAT plan has not yet been approved. It was agreed that a meeting should be arranged for IFS Governors to progress the further development of the IFS Strategic Development Plan. **Action:** HT to circulate potential meeting dates to all Governors. **Action:** HT to convene meeting based on Governors availability for dates proposed (Meeting convened for 10/07/18).

7 Reporting

a) **Receive and Approve the 2017/18 Pupil Premium Statement (for publication on website):**

The Head advised that the report has not changed significantly from that presented last year, as the same barriers are still in existence. A Governor noted that the Statement could be augmented by including a reference to the Language Development work that is proposed for inclusion in the 2018/19 SDP, and also any national/regional data regarding language skills that may be available. A Governor suggested that more data regarding Attendance should be captured within the report (eg PP Attendance rates v IFS Average attendance rates) to highlight the impact that poor attendance has upon attainment. The Pupil Premium Statement was approved for publication on the website subject to the above amendments being made. **Action:** HT to update the PP statement to capture the additional information proposed for inclusion by Governors and then upload the PP Statement to the website.

[GHS joined the meeting]

b) **Receive an Update regarding Curriculum Policy/Plans for 2018/19:** See the Minutes of Agenda Items 6b and 6c for discussions regarding Curriculum Policy/Plans for 2018/19.

c) **Review and Approve Curriculum Statement (for publication on website):** The Head advised that she has made a number of minor changes to the Curriculum Statement for publication on the website, and that some additional links to documents have been incorporated into the document. Governors advised that the Curriculum Statement gives a “good flavour of the school” and is very comprehensive. Governors thanked the Head and Mrs Crawford for the work that they have undertaken regarding the Curriculum, and approved the statement for publication on the website. **Action:** HT to upload the Curriculum Statement to the school website.

d) **Any questions regarding the Heads Report circulated prior to the meeting?** It was noted that discussions are ongoing between the Head and a Governor regarding SENDCo arrangements for 2018/19, and thanks were expressed to both for progressing this action. Thanks were expressed to FOIFS for providing funding for the new running track. It was noted that £1500 has been received from neighbours to help fund the required access road repairs, but that a further £11,500 is still required to progress the repair work, regarding which the following **actions** were agreed:

- HT/JR to insert an appeal for funds in Whats On and Friday Newsletters
- HT to contact S.E.Davies (Andrew Davies) to see if they could provide finance and/or materials
- HT to contact the repairer to request that the work be delayed until October Half-Term
- JR to investigate crowd-funding/just-giving options (liaising with FOIFS as required)
- HL to contact Associate Member – Commercial/Business to see if he could progress the application for “New Homes Bonus” funding for this project
- HT/AD to liaise regarding progress and final decision regarding progression of above actions.
- Governors delegated final decision as to whether or not to proceed to AD/HT based on above outcomes.

e) **Receive Update from the S&P Forum:** The S&P Forum lead advised that the meeting has been postponed until early July 2018, therefore no updates are currently available.

- f) **Receive and Update from the P&PM Committee regarding Head's performance:** The Chair advised that the P&PM committee are to meet with the SIP in early September 2018 to conclude the Head's 2017/18 Performance Review.

It was agreed that the P&PM Committee should meet with the Head before the end of Term to receive the Head's report on Staff Performance during 2017/18. **Action:** P&PM committee to meet with HT before the end of the Summer Term to receive the Head's Report on Staff Performance during 2017/18.

g) **Receive Finance Reports:**

- **Receive Latest IFS Finance Reports:** With regards to the latest AAT Monthly Finance Reports, which cover the period 01/08/17 to 31/05/18 and the period 01/08/17 to 26/06/18, copies of which had been circulated to all Governors prior to the meeting, the Head advised that:
 - The IFS Finance Officer has included IFS's own Forecast of the End of Year position into the report covering the period 01/08/17 to 26/06/18 as IFS are not confident in the accuracy of the AAT Report, particularly with regards to the reporting of the End of Year Carry Forward Position
 - The IFS Head advised that as things currently stand IFS are forecasting that they should be in a position to Carry Forward £4979 from 2017/18 into 2018/19. In addition to this sum IFS Carried Forward £4000 from 2016/17 into 2017/18 which does not feature on the AAT Report, therefore the total Carry Forward position at the end of 2017/18 is forecast to be £8,979. The Head advised that IFS are not 100% confident in this value however due to the ongoing issues with the AAT Finance Reports.
 - The Head advised that IFS have overspent by 10% or more on 2 budget codes, with these being Staff Training and Salaries. With regard to the latter it was noted that the PHS Finance Team are 1 month behind in inputting Staff Salary information into the finance system however therefore this figure is not currently accurate or reliable.
 - The IFS Head and Finance Officer have met with the new AAT CFO to discuss school financial matters and to detail the changes that IFS requires to be made to the AAT Financial Reports.
- **Receive 18/19 IFS Budget Plan:** With regards to the proposed 18/19 IFS Budget Plan, a copy of which had been circulated to all Governors earlier that day for their information, the Head advised that:
 - 17/18 figures have been included within the 18/19 Budget Plan for comparative purposes only
 - 18/19 Expenditure on staffing is broadly in line with that spent in 17/18. It was noted that IFS's expenditure on staffing as a % of GAG is high (88%) and exceeds the level recommended by the DfE/ESFA. Governors noted however that it is IFS's firm belief that staff are the school's best resource and that they believe that IFS's high expenditure on staffing is justified by the results achieved.
 - The Head advised that the "Other Income" figure of £10,100 that has been included within the plan is her best forecast of income that should be arising from NLE work undertaken.

The Head confirmed that GAG funding is based on Pupil Numbers from the October 2017 Census. The Head advised that 22 Year 4 pupils and 3 pupils from other years are leaving IFS in July 2018, whilst 25 Reception Pupils are starting in September 2018, therefore the total pupil number position in September 2018 will be unchanged from 2017/18.

A Governor queried whether the other first schools within the MAT also spend a higher than recommended % of their GAG on staffing. The Head advised that the other first schools expenditure on staffing as a % of their GAG is not as high as IFS's. The Head advised that IFS have been actively reviewing their 2018/19 staffing arrangements to try and implement a solution which meets the needs of the pupils in the most economic manner, and that a number of changes to TA arrangements at lunchtimes are being progressed as a result.

A Governor queried where the money that is currently spent on staffing would be spent, if IFS were to reduce its % GAG Expenditure on staffing going forwards to become aligned with the

recommended levels. The Head advised that this money would be redirected towards maintaining and improving buildings and premises, for example carpet/flooring replacement.

The Finance Governor advised that she believes that the proposed 2018/19 Budget plan is as robust as it can be, bearing in mind the lack of clarity regarding financial matters that has been in place during 2017/18. The Finance Governor thanked the Head and the IFS Finance Administrator for the hard work they have undertaken during 2017/18 on financial matters. The Head thanked the Finance Governor and Associate Member Finance for their support during 2017/18.

The IFS LGB unanimously agreed to recommend to the AAT Trustees that the proposed IFS 2018/19 Budget Plan should be adopted. **Action:** HL to capture the IFS LGB's recommendation regarding the proposed IFS 2018/19 Budget Plan to Trustees in the Headline Report from the 260618 LGB meeting.

- **Receive AAT Responsible Officers (RO) Report:** Governors noted that this is a new report for IFS which has arisen as a result of MAT Formation, and they noted that the report is primarily focussed upon AAT activities undertaken at PHS rather than IFS finance matters. Governors noted the comments made by the Responsible Officer regarding countersignatures and Internal Charges (Centralised Costs) and sought reassurance from Trustees that these matters will be investigated and addressed. **Action:** HL to include Governors feedback on the RO report within the Headline report to Trustees.

- **Receive an Update regarding the AAT 2017/18 Interim Audit Report:** Governors noted that this is a new report for IFS that has arisen as a result of MAT Formation. Governors noted that the Auditors have recommended that AAT reviews its governance structure with a view to aligning it with best practice, in particular to minimise the level of staff Governors/Trustees in order to increase objectivity within the decision making process. Governors sought reassurance from Trustees that this recommendation will be considered and addressed. **Action:** HL to include Governors feedback on the Interim Audit report within the Headline report to Trustees.

h) **Receive an Update from the Safeguarding Governor:**

- **Review and Approve Annual Safeguarding Return:** Governors reviewed the Annual Safeguarding Report and unanimously approved that the document should be signed and submitted to County. **Action:** HT and AD to sign the Annual Safeguarding Return and submit the document to County. Governors also approved the Section 175 Safeguarding Report and unanimously agreed that subject to the document formatting being reviewed and amended as required, the document should be signed by the Head and the Safeguarding Governor and submitted to County. **Action:** HT to correct the formatting issues in the Section 175 Safeguarding Report and then submit a signed copy of the report to County.

- **Review and Approve Summer Term Safeguarding Report to Trustees:** Governors reviewed the Summer Term Safeguarding Report and unanimously agreed that the report should be submitted to Trustees. The Safeguarding Governor advised that the IFS Summer Term report would be collated with the equivalent reports from the other schools in the MAT and would be presented to Trustees at their 18/07/18 Trustees meeting.

- **Review and Approve IFS Annual Complaints Log Summary Report:** The Safeguarding Governor advised that he has reviewed the IFS Complaints Log, and the summary report, and that an amendment to the Summary Report has been identified to reflect the fact that a complaint was escalated to Level 3. Subject to this amendment being made Governors unanimously approved the IFS Annual Complaints Log Summary Report.

The Safeguarding Governor advised that he undertook a review of the IFS SCR earlier that day, during which he had noted that the SCR is correct in that all staff are captured in the SCR, however the SCR has not yet been updated to capture the details of the most recent DBS checks undertaken as the admin staff have not had sufficient time to complete this activity to date. It was agreed that updating the SCR needs to be made a priority for completion before the end of term. **Action:** HT to ensure that the SCR is fully up to date before the end of Summer Term 2018.

It was noted that the 2017/18 IFS Safeguarding Yearly Monitoring Plan has been largely completed.

- i) **Any questions regarding Governor Visit Reports circulated prior to the meeting?** Thanks were expressed to Lisa Tagg for her 3 excellent Governor Visit reports on Growth Mindset, Data and British Values. It was agreed that all 3 Visit Reports should be uploaded to the Governors webpage. **Action:** HL to upload Growth Mindset, British Values and Data reports to the IFS Governors webpage. The Vice-Chair advised that the British Values Report, and an earlier Collective Worship report, have been shared with the AAT Ethos & Community Committee. A Governor suggested that a Governor Visit report should be produced regarding the recent "I Sing Pop" event. **Action:** HL to request BR completes a Governor Visit Report regarding the "I Sing Pop" event. The Head recommended that all Governors should read the positive comments regarding the "I Sing Pop" event that were included in last week's Friday newsletter.

8 IFS Governance Matters

- a) **Receive Update regarding the Co-Opted Governor Vacancies and confirm way forward?** The Chair provided all Governors with an update regarding the recruitment activity that has been progressed over the last few months to fill the 4 Co-Opted Governor vacancies that will be arising over the next few weeks. The Chair advised that of the 6 individuals who had been identified as potential applicants:

- 3 have formally submitted an application form for consideration by the LGB
- 1 has advised that he will become available for consideration in September 2018
- 1 has advised that he may become available for consideration in September 2019
- 1 has advised that she believes that IFS already have her skillset (safeguarding) sufficiently covered

The 3 applications were reviewed by the LGB, who unanimously agreed that all 3 candidates appear to possess skills that IFS have been seeking (in particular Leadership experience and finance skills), and the LGB unanimously agreed that subject to suitable references being received, all three applicants should be appointed to the IFS LGB with effect from 1st September 2018. **Action:** HL to provide an update to the 3 applicants. **Action:** HL to seek references for the 3 applicants.

It was agreed that the Chair should remain in contact with the applicant who may become available in September 2018 in order to progress this application in September 2018. **Action:** AD to remain in contact with the applicant who may become available in September 2018 in order to progress this application in September 2018.

It was agreed that the Chair should contact the applicant who has advised that her skillset is already sufficiently covered on the IFS LGB and discuss alternative options with her. **Action:** AD to contact the applicant who has advised that her skillset is already sufficiently covered to discuss alternative options with her.

It was agreed that the Clerk should contact the applicant who has advised they may become available in September 2019 to request that IFS keeps his details on file for consideration as future vacancies arise. **Action:** HL to contact the applicant who has advised they may become available in September 2019 to request that IFS keeps his details on file for consideration as future vacancies arise.

In addition to the above, it was noted that Rob Hughes, whose Term of Office is due to end on 15/10/18 has previously advised that he is willing to stand for a second term of office, and that the IFS LGB has accepted his offer with thanks. The Chair and a Governor also advised that they have received expressions of interest from 2 members of the community. It was agreed that both expressions of interest should be investigated further, bearing in mind that 5 Governor vacancies

are due to arise during 2018/19. **Action:** AD and JB to progress the expressions of interest that they have received.

Bearing all of the above in mind, the Chair advised that she is hopeful that as of 01/09/18 IFS will have 13 out of 14 Governors on board, with 1 potential further Governor hopefully being ready to submit an application in September 2018.

b) Review current and potential future Associate Members and consider requirements going forwards? The Chair reminded all Governors that at present the IFS LGB has 2 Associate Members, with these being:

- Associate Member – Finance
- Associate Member – Commercial/Business

The Chair advised that the following 3 Governors, whose Terms of Office are ending in the near future, have volunteered to become Associate Members in order to continue to provide the IFS LGB with support going forwards:

- Martin Allen (Term of Office Due to End on 15/10/18, but willing to end his term on 31/08/18)
- Richard Jordan (Term of Office Due to End on 31/08/18)
- Gilly Hulse-Smith (Term of Office Due to End on 31/08/18)

Governors unanimously agreed that the above 3 individuals should be appointed as Associate Members with effect from 01/09/18, with their responsibilities being as follows:

- Gilly Hulse-Smith (Associate Member – H&S)
- Martin Allen (Associate Member – Leadership and Safeguarding/SEND)
- Richard Jordan (Associate Member – New Governor Support)

The Chair advised that 2 further potential Associate Members have also been identified, both of whom are parents of current pupils. It was agreed that the Clerk should contact both individuals to seek their consent for their details to be kept on a register of potential Governor/Associate Members for consideration as further vacancies arise. **Action:** HL to contact the 2 potential Associate Member candidates to seek their consent for their details to be kept on a register of potential Governor/Associate Members for consideration as further vacancies arise.

c) Agree IFS Governance Arrangements for 2018/19: The Proposed 2018/19 Governor Role and Responsibilities document, which had been circulated to all prior to the meeting, was reviewed. Governors unanimously agreed to the proposals contained within the paper, and the following Roles and Responsibilities were therefore agreed for 2018/19:

Role	Governor Assigned
IFS LGB Chair	Ann Derbyshire
IFS LGB Vice-Chair	Lisa Tagg (with support from Associate Member – Leadership)
Finance Governor	Jenny Rose (with support from Associate Member – Finance)
Premises Governor	Rob Hughes
H&S Governor	TBC from new recruits (with support from Associate Member – H&S)
Safeguarding Governor	Lou Chance (with support from Associate Member – Safeguarding)
Data Protection Governor	TBC from new recruits
Raising Achievement Governor	Lisa Tagg (with support from New Recruits and Associate Member – SEND)
SDP Objective Monitoring Governors	TBC once 2018/19 SDP Objectives formally approved
Curriculum Governors	James Booton, with support from Staff Governor (Abbie

	Holliday)
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Role	Governor Assigned
PHSE Governor	Bruce Rienstra
Communication and Events Governor	Maggie Hazlewood
Induction/Exit Governor	Maggie Hazlewood
Staffing & Policies Forum Members	Lisa Tagg; Maggie Hazlewood; Abbie Holliday; Heather Thomson; Bruce Rienstra; Lou Chance
Pay & Performance Management Committee Members	Ann Derbyshire; Martin Allen; Jenny Rose; Lisa Tagg
Strategic Planning Committee Members	Ann Derbyshire; Martin Allen; Lisa Tagg; Helen Lees

The Chair advised that in allocating the above roles and responsibilities consideration has been given to Governors skills and experience.

The Curriculum Governor advised that, subject to the workload relating to becoming a Trustee of Millennium Green Trust not being too onerous, he is willing to take on this role on behalf of IFS.

Action: JB to liaise with Mrs Jones and the Millennium Green Trust regarding the requirements of the role and to progress accordingly. Thanks were expressed to the Curriculum Governor for agreeing to consider this role.

The Clerk advised that the 2018/19 AAT Meeting Timetable is currently being redrafted as it has become apparent that the assumption that the AAT Finance Reports will be available on the 10th of each month has proved to be invalid. The Clerk advised that the Meeting Timetable will be circulated as soon as possible, and advised that the first LGB meeting of 2018/19 is likely to be in Mid September 2018. **Action:** HL to circulate the AAT 2018/19 Meeting Timetable to all asap

d) Review and Approve IFS LGB Report to Trustees, covering:

- **IFS Governance Arrangements**
- **IFS LGB Thoughts on “Questions for Governors”**
- **IFS LGB Thoughts on AAT Scheme of Delegation**
- **IFS LGB Report on 17/18 Work Undertaken by the LGB**

The draft report, which had been produced by the IFS LGB Clerk, was reviewed and unanimously agreed for submission to Trustees. Thanks were expressed to the Clerk for producing the report.

e) Review Draft IFS LGB Development Plan for 2018/19: The Chair reminded all Governors that having considered the “Questions for Governors” document at the May 2018 IFS LGB meeting, Governors had agreed that IFS should develop a Governor Development Plan to progress areas that were identified as requiring further development. The Chair advised that the SPC have progressed this action and have produced a first draft of such a plan, which focuses upon the following 5 objectives for progression during 2018/19 to 2020/21:

- *Objective 1:* ALL Governors to develop an improved understanding of the strengths and areas to develop further in teaching in ALL subjects and ALL year groups
- *Objective 2:* Review and further develop the mechanisms it uses to hear from, and inform, pupils, staff and parents/carers
- *Objective 3:* Undertake collaboration with the LGBs of other schools in the MAT in order to share best practice in particular with regards to Objective 1 and Objective 2 above
- *Objective 4:* Induction and Succession Planning
- *Objective 5:* Creating an Accountable Culture within the IFS LGB

Governors discussed the proposed objectives and noted that they were stretching but should be achievable over a 3 year time period.

Governors agreed that with regards to Objective 1, Governors should focus upon a sub-set of Subjects at a time, aligned to the subjects that the school is focussing upon within any given year. For example in 2018/19 Governors should focus upon PSHE/SRE; History; Music; Science; Incorporation of Multiculturalism into the Curriculum and Greater Depth.

With regards to Objective 4, Governors noted that this links to Proposed 2018/19 SDP Objective 3.

With regards to Objective 5, the Chair advised that she hopes that this Objective, along with the more clearly defined Roles and Responsibilities that have been approved for implementation in 2018/19, will help to ensure that workload is more evenly shared going forwards.

Governors unanimously agreed that the SPC should further develop the 5 Objectives detailed above into a 3 Year Governor Development Plan for adoption in September 2018. **Action:** SPC to further develop the IFS Governor Development Plan ready for adoption in September 2018.

Action: HL to place "Review and Approve IFS Governor Development Plan" onto the agenda for the September 2018 IFS LGB meeting.

- f) **Confirm arrangements for the 2017/18 Good Learner Award:** The Head advised that voting is currently underway for the 2017/18 Good Learner Award, and confirmed that the IFS Vice-Chair is able to present the award on behalf of the LGB.
- g) **Review and Approve 2017/18 Annual Report to Parents and the community:** Governors were provided with an overview of the topics proposed for inclusion in the 2017/18 Annual Report, which it was agreed should be issued as late as possible in order that the Change of Age Range decision can be included if received before the end of term. The following **actions** were agreed:
- HL to send LT/MH the latest AAT Structure Chart
 - HT to provide some information about activities planned for 2018/19
 - AD to provide some words regarding the MAT
 - HT to provide information regarding the SIP visits

Thanks were expressed to the Lisa Tagg and Maggie Hazlewood for producing the report.

9 AAT Matters

- a) **Receive Update regarding the Current Status of the Change of Age Range consultation:** The Chair advised that the RSC had requested some further information from Trustees regarding our application, and that this was submitted to the RSC last week. The AAT Change of Age Range Application is due to be considered by the RSC Head's Board during w/c 9th July. The Chair advised that the LA, the Diocese and the Abbey Park Federation are still opposed to the proposal, but that discussions with these organisations are ongoing to try and find a way forward. Governors stated that parents (particularly those of the current Y3) are urgently seeking a decision regarding this matter, as they need to make decisions regarding their children's future education in the near future.
- b) **Review AAT Guidelines for LGB Reporting to Trustees:** The AAT Guidelines for LGB Reporting to Trustees were reviewed. The Clerk advised that she believes that she will be able to populate the majority of the report from this meeting, however there are some items – in particular finance items – which she may need to liaise with the Head and the IFS Finance Administrator to obtain after the meeting. It was agreed that going forwards the Heads Report to Governors should use the same template in order to ensure that all the required information will be covered at the meeting. A Governor stated that the report seemed overly onerous. The Clerk advised that the information requested is required by Trustees in order to ensure that they fulfil their obligations.

- 10 **Any Other Business:** There were no items of "Any Other Business" and the Chair therefore thanked everyone for attending and drew the meeting to a close at 9:00 pm.

Date of next Full GB Meeting: September 2018 [Precise Date/Time to be confirmed]