



ST IVO SCHOOL
Minutes of the Full Governors' meeting
held on Wednesday, 2 March, 2016

Present:

John Andrews Judith Barnes Carol Darnell Charles Glanville Stuart Grey	Sam Griffin Claire Lynn Martin McMahon Jane Moore Frank Newton Richard Potter	Adrian Smith Philip Speer Jim Stavrou Anthony Ward Duncan Woodall
------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

Mrs Moore: sent apologies prior to the meeting, will need to depart at 4.00pm.

Mr Stavrou sent apologies prior to the meeting, estimated arrival time: 3.15pm

	Main Points Discussed	Decision taken and Action	When	By whom?
1	Mr Glanville welcomed members to the meeting. Apologies Dr Sanderson Declaration of Interest No declarations of interest.			
2	Minutes and Matters Arising from the meeting dated 9 December 2015 5 Governor Training and Succession Planning Mrs Lynn enquired about the item regarding appointing a vice chair for individual committees.	The meeting discussed this further and agreed that it was in the best interests of committees, rather than appointing vice chairs, that the outgoing chair could offer support and guidance to a newly elected chair. The minutes were agreed as a true record of the meeting.		
3	Community Governor Vacancy Following the advertisement prior to Christmas for a Community Governor with a specific skill area in estate management, one application with the	Mr Newstead was asked to leave the room whilst the governors discussed membership.		

	<p>required skills had been received, namely from Mr Mark Newstead.</p> <p>Mr Newstead had been invited to attend the governors' meeting today to give a five minute presentation on his skills and experience and interest in the school. Mr Newstead had also previously been chair of governors in a school.</p>	<p>Mr Speer proposed that Mr Newstead be invited to join the Board, this was seconded by Mr Woodall.</p> <p>The governors were unanimous in their agreement and Mr Newstead joined the meeting. The board of governors looked forward to working with him.</p> <p>There are currently vacancies on premises and finance committees and Mr Newstead will be asked to join these two areas.</p>		
<p>4</p>	<p>SLT Structure This was introduced by Mr Griffin. A confidential paper had been circulated with the agenda and Mr Griffin referred to this. Temporary appointments were to be made permanent with specific responsibilities for:</p> <ul style="list-style-type: none"> • KS5 • KS4 • KS3 <p>Interviews for these posts were being held next Monday, 7 March following internal advertisements. The post holders will be accountable for all attendance, behaviour and academic progress within their specific area. The SENCO will be an associate member of the senior leadership team.</p> <p>One of the current deputy headship roles, following Mr McGarry's retirement, is also temporary and an internal advertisement had been placed earlier this week. One application had been received so far and interviews will also be held on Monday, 7 March. As St Ivo is an Academy it has the freedom to advertise this post either externally or internally.</p> <p>The above appointments will reduce the membership of SLT; provision for strategic and operational practices will not be compromised.</p> <p>Further discussion took place on other key roles within the school and the challenges ahead for SLT.</p> <p>Governor Links Mr Glanville stated that the paper detailing governor links had been circulated with the agenda, and although this would need to be reviewed with the forthcoming changes to SLT membership, he wished to remind members to contact their SLT members to discuss on-going issues.</p>	<p>ACTION:</p> <ul style="list-style-type: none"> • The SLT member responsible for KS5 would need to be included within the grid and assigned a link governor. It was suggested that links 		

		<p>should be made on a termly basis.</p> <ul style="list-style-type: none"> Mr Newstead would also need to be included. <p>Mr Smith suggested that SLT links should initiate contact with link governors as needed.</p>		
5	<p>Dual Use Update: One Leisure Centre A paper compiled by Mr Speer detailing the current situation and the background behind this had been circulated with the agenda.</p> <p>Mr Speer wished to receive governors' approval on two grounds:</p> <p>1 The contribution by the school for the maintenance of the One Leisure car park. HDC had proposed the school should contribute 50%. As the school uses the car park for approximately 38 weeks of the year it was felt prudent to suggest a lower rate of perhaps 40%?</p> <p>Mr Speer informed governors that he would inform HDC that the school would contribute to all reasonable essential maintenance or repairs to the car park surface, however, the school must be consulted first before any work is undertaken.</p> <p>There was also the question of contributing to the maintenance of the Outdoor Centre car park but the governors stated the use of this area was very minimal and did not consider this reasonable.</p> <p>Mr Smith suggested that as the One Leisure entrance is often the main entrance for the community, that signage would be most advantageous here, '<i>Welcome to St Ivo School</i>'.</p> <p>2 Mr Speer wished to propose that a small sub committee be formed, Messrs Glanville, Griffin and himself to execute the forms of lease and sublease on behalf of the school.</p>	<p>ACTION: The governors agreed to the proposals by Mr Speer.</p> <p>ACTION: This was proposed by Mr Newton and seconded by Mr Potter. All governors were in favour.</p>		
6	<p>Period 6 Mr Griffin had produced a paper which was circulated with the agenda outlining the background to the introduction of this period and the current issues surrounding this:</p>			

	<ul style="list-style-type: none"> • Reduced attendance • The school incurring substantial on-costs for providing transport for students living out of town • Absent staff leading to cancelling sessions and setting work to be completed. <p>Period 6 had been introduced for all students (leaving school at 4.00pm instead of 3.00pm) in September 2014. It was to provide the flexibility to arrange intervention work for students who required extra support.</p> <p>Mr Griffin stated he felt more substantial benefit would be achieved by accessing interventions at Key stages 3 and 4. It was acknowledged that the sixth form would still need after school lessons in some areas in order to complete the curriculum. The Triple Science course still had one more year to run.</p> <p>Mr Griffin therefore wished to revert to the former timing of the school day, 8.30 to 3.00pm. This would need to be, in the first instance, approved by the board of governors and then to arrange a formal consultation with parents.</p>	<p>ACTION: The governors fully approved of the proposal. A formal consultation for parents/carers will be arranged in the near future. If passed the school day could change in September.</p> <p>Mr Smith suggested that this should be taken first to Parent Forum. This was agreed.</p>	<p>Parent Forum 10/3/2016</p>	<p>Gr</p>
<p>7</p>	<p>Dial-in Facility</p> <p>Mr Glanville stated this facility was a useful tool, however he did not feel that it was a substitute for actual attendance at a meeting. St Ivo School's Articles of Association contained a section detailing the acceptance of remote access to meetings. A policy was needed to outline the definitive procedures for its use.</p> <p>It was acknowledged that the board of governors were encouraged to have facilities in place to assist personnel being able to have remote access to a meeting.</p> <p>An example policy had been distributed with the agenda, however it was pointed out that this had been superseded by another example (compiled by the NGA (National Governors' Association) which had been circulated by Mr Glanville over the weekend.</p>	<p>The following points were made:</p> <ul style="list-style-type: none"> • The dial-in system to be used only in extreme cases where governors were unable to attend a meeting eg abroad or detained at their workplace • The call should be made from a quiet location to ensure confidentiality • To be used for specific agenda items only for a particular meeting • Dial-in facility not available for board of governors' meetings. 		

	<p>Mr Glanville reported that a phone unit has been sampled within the Conference Room (K1) and that perhaps the board needed to select a conference service.</p> <p>CHALLENGE: Mr Woodall questioned how it could be guaranteed that a governor was not sharing the meeting with another person?</p>	<p>ACTION: Mr Smith proposed to adopt the policy and all governors agreed.</p> <p>Mr Smith suggested that a statement referring to the complete confidentiality of a conference call could be included in the governors' Code of Conduct.</p>		
8	<p>Headteacher's Report Year 7 intake Mr Griffin reported that the figures for the new Year 7 intake in September had recently been released revealing that all 296 places for St Ivo had been filled. Demographical trends have changed significantly over the last year or two in the St Ives and surrounding areas. There are two appeals currently being undertaken by County for entry in Year 7 in September.</p> <p>St Ivo/Hinchingbrooke Partnership Mr Griffin reported that he had met with Mr Goulding at Hinchingbrooke to review the work that has already been undertaken within the partnership. This includes work on disadvantaged children and Pupil Premium. The work on structures and monitoring that Dr Craig has completed on Pupil Premium, Clare Sherwood on attendance and Kim Perry on the sixth form including attendance has proved to be very successful.</p> <p>Recruitment at both schools continues to be an issue and Mr Griffin reported that it had been agreed that the two PAs at each school would communicate regularly to see the vacancies each school had. Should a school have an influx of candidates for any particular role then the school could refer candidates to their partner school, with the candidates' permission.</p> <p>Staffing Mr Griffin reported that the three science posts, one maths, one MFL and a design and technology maternity cover had recently been successfully filled with quality staff and that currently the school was seeking further maths teachers.</p> <p>Themed design Initial designs for revamping the theme of the school had been received and were available at the meeting for governors to view. The designer will mock-up letter headings and web pages of the preferred designs when the school is ready.</p>	<p>In conclusion the meeting perceived the designs were very good but the 'perfect design' was still to be sought.</p>		

	<p>Meeting with local MPs Mr Griffin reported that both he and Mr Glanville had attended a meeting last Friday organised by Mr Tim Coulson, the Regional Commissioner for the Eastern Region, for heads and chairs of Cambridgeshire schools to meet with the local MPs to discuss areas of concern.</p> <p>Length of meetings for governors, board of governors and committee meetings. It has been noticed that the duration of meetings has significantly increased. Mr Griffin suggested the aim should be for one and a half hour meetings and the governors agreed. Mr Griffin enquired whether the SLT (senior leadership team) could offer more assistance to governors to help accomplish this?</p> <p>The governors praised the work of SLT for the information disseminated at meetings which was most informative and appreciated the time and effort of all contributions.</p> <p>Quality of Teaching, Learning and Assessment Reviews of departments are constantly taking place with some outstanding elements in each department.</p> <p>The school is working with the Faculty of Education at Cambridge University and is involved in SUPER (School and University Partnership for Education Research).</p> <p>Go4Schools has had some improvements made to the homework module following feedback from the Parent Forum.</p> <p>Behaviour and Attendance Improvement Partnership (BAIP) There has been concern within the Huntingdonshire heads of the lack of alternative provision and this currently is being managed within the area by schools operating a 'managed move' scheme between schools. Students at St Ivo work in the Reflection Room or have a limited curriculum to help them.</p> <p>A meeting has been held with the Local Authority who have suggested the following:</p> <ul style="list-style-type: none"> • Re-opening the PRU (Pupil Referral Unit) with an external sponsor leading this • or being part of a bid to set up an Alternative Provision Free School in the area. <p>Much discussion and work needs to be undertaken before any decision is made.</p>	<p>A discussion took place and the following areas were suggested:</p> <ul style="list-style-type: none"> • Shorter agendas • SLT reporting on outcomes only; looking at analysis and action • Chairs of committees to plan time limits for agenda items. <p>ACTION: The above proposals were all agreed by governors.</p>		
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

	<p>PSHE (Personal and Social Health Education) The school recognises that the collapsed days do not offer continuity of this important area and Miss Morrison is currently working on alternative models.</p> <p>Sixth form Sixth form numbers for Year 12 in September are approximately 230, with 190 students from St Ivo. Several St Ivo students have also applied to Hills Road or Long Road in Cambridge. Some subject areas look very healthy whilst others only have two or three interested students. Difficulties arise in determining whether subjects with low interest are able to operate due to financial restraints.</p> <p>Year 11 predictions Mr Griffin reported the figures from the mock exams have been revised portraying a good outcome and, with further improvement from students between now and the summer exams, these figures could rise.</p> <p>OFSTED Ofsted have stated that RI (Requires Improvement) schools can expect re-inspection within 30 months and not 24 months as previously stated. St Ivo expects re-inspection later on in the summer term or early in the autumn term.</p> <p>CHALLENGE: Mr Potter stated that part of the Ofsted inspection is looking at parents' comments. IVOVIEW is the medium for parental comments and the governors discussed possible means of encouraging parents to write their comments. The suggestion was made to take this to Parent Forum initially.</p>	<p>ACTION: Mr Griffin to approach Parent Forum at their next meeting regarding encouraging parents to voice their views on IVOVIEW.</p>	<p>Next Parent Forum meeting 10/3/16</p>	<p>Gr</p>
<p>9</p>	<p>Reports from Committee Chairs</p> <p>Curriculum and Standards Mr Stavrou reported on the following agenda items that had been discussed:</p> <ul style="list-style-type: none"> • Head of science presentation detailing the clubs and projects the department organises • Year 11 performance with data including Raiseonline from Mr Davies • Options process for Years 9 and 11 • Curriculum plans <p>Messrs Stavrou and Newstead left the meeting at 4.10pm. There was a short break and the meeting reconvened at 4.15pm.</p>			

	<p>Finance Mr Speer reported the following:</p> <ul style="list-style-type: none"> • Review of year to date finance • Discussed the Responsible Officer's report • Premises: After a lengthy discussion regarding the current school improvements in hand, safeguarding and completing the work within The Keep and the finances involved, it was felt necessary to centralise funding towards safeguarding in order to meet the criteria set by OFSTED. The school had submitted a capital improvement bid for safeguarding in December to EFA (Education Funding Association) the result of which would not be known until the end of March/April. If the school was unsuccessful in its bid then the school would need to undertake a carefully planned schedule of work to incorporate this area over a length of time. It was therefore felt the work on The Keep would at the present time be put on 'hold'. <p>The following two areas were discussed at the last board of governors' meeting and referred to the finance committee:</p> <p>1 <i>Dr McMahon had enquired whether the canteen provided 'Value for money'?</i> Mr Speer explained the background to the canteen and the decision made by the school to take this facility in house. One of the considerations had been that it provided resources for the PSHE curriculum relating to health education. The school had direct control of the quality of the menus.</p> <p>2 SISA <i>The question had been raised by Mr Smith whether the school could assist in enabling SISA to claim gift aid on funds raised.</i> For SISA to become a charity it has to achieve an income of £5,000 per annum. SISA is unable to guarantee to attain this.</p> <p>Mr Speer reported that smaller organisations can obtain a recommendation from HMRC that they are a charitable organisation for charity registration. They can then be eligible to claim for gift aid. To achieve this, however, the organisation must be operating as a charity with a constitution, officers, charitable activities, etc.</p>	<p>ACTION: In conclusion the finance committee felt this should be taken to the School's Council and the Parent Forum for their perception.</p> <p>Having considered the matter, the finance committee concluded that they were not able to help, however, Mr Speer referred Mr Smith to the HMRC website for further information.</p> <p>Mr Smith thanked Mr Speer for his assistance with this.</p>	<p>Next Mtg Parents Forum 10/3/16</p>	<p>Gr</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------	------------------

Personnel

Mr Newton introduced the following:

- Staff absence and the impact on school trips. Dr Craig had produced an analysis which was also of interest to other governor committees
- Appraisal reports
- Support staff appraisal scheme
- Staff job descriptions: safeguarding clause to be inserted in all current and future job descriptions
- New living wage
- General staff update
- Paternity leave
- Policy reviews: Smoking policy to incorporate e-cigarettes
- Ongoing recruitment: suggestions welcome for ideas on how to attract recruitment

Premises

Mr Woodall reported on the following:

- Refurbishment to the Keep
- Capital Improvement bid submitted in December for work on safeguarding
- Progress report from the premises manager and director of finance on the work undertaken on site
- Toilet refurbishment: work will be undertaken in house, craft block followed by science
- Replacement doors to enable new security system to be fitted;
- Solar panels – is the roof suitable? Dr McMahon will give a report at the next premises meeting.

Student Welfare and Community Engagement

Mrs Lynn presented the following areas that had been discussed:

- Student Council
- Pupil Premium information: central data base implemented
- Tutors work with students
- Mental health issues
- Accessibility plan
- Attendance
- Behaviour and reflection room
- Governors Improvement Plan (GIP); areas discussed relating to this committee
- Go4schools
- Communication: reduced format for head's newsletter, use of Facebook and Twitter will increase.
- Website being revamped.

	<p>Attendance: A paper compiled by Mr Speer, who is the link governor for attendance, had been distributed with the agenda. Miss Sherwood (SLT with responsibility for attendance) had recently met with Mr Speer. Although attendance overall at St Ivo is at or above national average, there are areas where significant absenteeism has been identified and strategies are being put in place to monitor and improve this.</p>			
10	<p>AOB Terms of Reference:</p> <ul style="list-style-type: none"> • Curriculum and Standards • Finance • Personnel • Premises <p>Governors had been forwarded copies of the above terms of reference with individual committee minutes. The only change for each terms of reference had been under 'Conduct of Meetings' bullet point one which now reads: <i>Subject to these terms of reference, the committee shall decide the procedure for the conduct of its meetings.</i></p> <p>Mr King's name to be deleted from Personnel and Premises.</p> <p>Complaints Procedure This required to be reviewed and a copy had been circulated with the agenda. CHALLENGE: Mr Smith enquired whether on page 2 Point 2.2, the Headteacher should verbally reply to the complainant in the first instance followed by a letter.</p> <p>Governor presence Mr Glanville reminded governors of the need for increased governor presence at various events, as detailed in the Governor Improvement Plan.</p>	<p>ACTION These were verified by governors.</p> <p>Governors responded stating that there were specific guidelines to follow and that the formal letter was part of the formal process. A verbal reply should not be adopted.</p> <p>ACTION: No changes were therefore required to the procedure except the next review date. The suggestion was made by Mr Glanville for this to become a biannual review, all governors were in agreement. Next review date March 2018.</p> <p>ACTION: A schedule of events is to be circulated by email detailing the dates and times and governors are requested to complete their availability and return to the clerk. Governors will then be assigned dates by the clerk.</p>	ASAP	Clerk to the Governors

<p>Music concert The next music concert is being held on Thursday, 24 March at 7.00pm in the school hall.</p> <p>Annual Governors' Conference Mr Glanville reminded governors of the Annual Governors Conference to be held at Swavesey Village College on Saturday, 5 March from 9.30 to 1.00pm.</p> <p>CHALLENGE: Dr McMahon made reference to the SIP and SEF and whether these should be included at each full governors meeting?</p> <p>Governor Training Child Protection: Mr Glanville informed the meeting that a date would be circulated by email once this had been decided. Data: Governors were informed by Mr Griffin that both he and Mr Glanville were attending a data training session to be delivered by Mr Tim Bristow, Ofsted inspector at the beginning of April and that any training for the governors should be scheduled after this date.</p> <p>Girls' semi-final football Mr Ward informed governors of the forthcoming national semi-final girls under 14 football match to be held on Friday, 4 March starting at 2.30 at the Outdoor Centre versus Ruislip.</p> <p>Editorial Mrs Barnes praised Mr Griffin for his excellent contribution in the recent edition of The Bridge which is a publication distributed throughout St Ives.</p>		<p>ACTION: Mr Griffin stated these will be included on the agenda at the next board meeting.</p>	<p>4/5/2016</p> <p>ASAP</p> <p>After April</p>	<p>Gr</p> <p>Mr Glanville</p> <p>Mr Glanville</p>
<p>The meeting ended at 5.15pm.</p>				
<p>Date of next meeting: Wednesday, 4 May at 3.30pm</p>				