



**MINUTES OF FULL GOVERNING BOARD MEETING  
WEDNESDAY 2 MAY 2018, 15:30  
ROOM 2, MAIN BLOCK, ST IVO SCHOOL**

**Present:**

Judith Barnes	Philip Speer
Carol Darnell	Jon Read
Charles Glanville	Adrian Smith
Sam Griffin	Jim Stavrou
Claire Lynn	Anthony Ward
Mark Newstead	Elaine Warriner
Frank Newton	Duncan Woodall
Martin McMahon	

**Non-Governors Present:**

Ingrid Morrison  
Emillie Newell  
(Minutes)

**Apologies:**

Dan Coulson  
Richard Potter  
Mike Craig

	<b>Discussion and Actions Agreed</b>	<b>By Whom</b>
<b>1.0</b>	<b>Apologies and consent to absence</b>	
	Apologies received from Mr Coulson, Staff Governor and Mr Potter, Parent Governor. Governors consented to this absence.  Apologies also received from Dr Craig.	
<b>2.0</b>	<b>Declarations of Interest</b>	
	None.	
<b>3.0</b>	<b>Minutes of last meeting</b>	
	Minutes of meeting agreed.	
<b>4.0</b>	<b>Matters arising from minutes</b>	
	To be covered throughout set agenda for this meeting.	

5.0	<b>Chair's Update</b>	
5.1	<p><b>MAT Update</b></p> <p>Mr Newstead referred to the extraordinary full governing board meeting on 24 April 2018 and the shortlisting of four MATs. Following on from the meeting Mr Griffin communicated the outcome to all staff; positive feedback was received and questions raised by staff related to employment and exam boards. Mrs Warriner advised that she had been approached by other members of staff with regards to the impact of alternative exam boards on the curriculum, as well as a MATs understanding of A levels and Key Stage 5 if they are not already involved with schools providing post 16 education.</p> <p>The next stage of the process will involve Mr Newstead and Mr Griffin meeting with the CEOs of the shortlisted MATs ahead of the next extraordinary full governing board meeting in early July.</p>	
5.2	<p><b>Governor Recruitment</b></p> <p><b>Staff Governor</b></p> <p>Mr Newstead welcomed Mrs Warriner to the governing board as a staff governor.</p> <p><b>Community Governor – Mr Woodall, term of office expiry May 2018</b></p> <p>Mr Newstead contacted the governing board via email to highlight that Mr Woodall had expressed a desire to continue as Community Governor particularly during the MAT process. Mr Newstead made a proposal to re-appoint Mr Woodall; this was supported by Mr Newton: thirteen governors were in favour. Mr Woodall was re-appointed as Community Governor.</p> <p><b>Community Governor Vacancy</b></p> <p>At the last full governing board meeting, Mr Read proposed the appointment of Mrs Bloor to the full governing board as Community Governor. Arrangements were made for Mr Griffin and Mr Newstead to meet with Mrs Bloor, however, due to commitments Mrs Bloor was unable to attend. Alternate dates will be sought and a meeting will take place in due course. Mr Newstead advised that dependent on the outcome of the meeting with Mrs Bloor, a proposal could be put forward via email to the full governing board.</p>	

6.0	<b>Headteacher's Report – circulated to the board prior to the meeting</b>	
6.1	<p><b>Governing board questions on Headteacher's report</b></p> <p>The LA Kit visit in March 2018 was very positive; the inspector recognised the work undertaken by the school to continue to make improvements. Mr Griffin informed the governing board of the intense period of recruitment currently underway, by the end of this week, five appointments will be made for September 2018. There has been an overwhelming response to the PE, Drama and Art vacancies. Mr Griffin spoke of the high quality appointment to the Key Stage 4 English Co-ordinator post; looking ahead this will support the school in improving performance in English. There is a co-ordinator in place for each Key Stage for English and maths; from September 2018 there will be parity between English and maths at Key Stage 4. The gap in English this year has been filled with short term interventions.</p> <p><b><i>Challenge: Mr Stavrou referred to the negative progress 8 score for English, he advised that the figure should be 0 and not -0.1.</i></b></p> <p>Mr Griffin advised that the department did not revise the figures.</p> <p>Mr Newstead concluded the item by advising that the interventions in place will be evaluated during the next academic year and the benefits of the plans for the future will be seen from September 2018 onwards.</p>	
6.2	<b>Pupil Premium – circulated prior to the meeting</b>	
	In the absence of Dr Craig, Mr Griffin advised that governors should email Mrs Newell with any questions for Dr Craig.	
7.0	<b>Reports from Committee Chairs</b>	
7.1	<p><b>Finance and Premises</b></p> <p>Mr Newstead advised that the Finance and Premises committee discussed the budget, a five year plan to make improvements to the school premises together and health and safety. A new Chair will be appointed to the committee at the next meeting in May 2018. Terms of reference circulated as part of the governance review are to be adopted for this committee. Mrs Newell to update format.</p>	<b>ACTION: Mrs Newell</b>

<p><b>7.2</b></p>	<p><b>Staff and Student Committee</b></p> <p>Mr Newton advised that the full governing board are required to agree to the new terms of reference for this new committee – ‘Staff and Student Committee’. The new terms of reference also incorporate GDPR.</p> <p><i>Challenge: Mr Smith advised that the reference to students in the terms of reference was not as detailed as the staff section.</i></p> <p><b>Action: Committee to expand the section relating to students.</b></p>	<p><b>Staff and Student Committee – May 2018</b></p>
<p><b>7.3</b></p>	<p><b>Curriculum and Standards</b></p> <p>Mr Stavrou advised that Mr Potter chaired the meeting on the 23 April 2018. The meeting discussed curriculum changes and the strategies in place to support years 10 and 11 and accuracy of predictions and grade boundaries for the new specifications. The meeting also discussed how planned changes for September 2019 would impact on each department differently.</p> <p>Mr Stavrou raised his concern regarding the way in which data is collected and how it does not reflect an improvement in progress. Mr Woodall highlighted that the overall targets are negative. Mr Stavrou advised that St Ivo’s predicted progress 8 score and the actual score has not matched in recent years. Mr Griffin acknowledged that there is an issue with the way in which data is collected; the Senior Leadership Team is aware that this is an area for development.</p>	
<p><b>8.0</b></p>	<p><b>Health and Safety</b></p>	
	<p>Mr Newstead advised the meeting that health and safety compliance will be discussed at each full governing board meeting; this will be an overview in a dashboard format.</p> <p>Mrs Chiano is currently undertaking work in this area and has liaised with a local authority responsible officer. Due to the volume of work involved in this area, it has been suggested that a health and safety co-ordinator/administrator is required to facilitate this together with a link governor.</p> <p>Mr Newstead discussed the successful CIF bid and the work that will take place to upgrade the current fire system.</p> <p>Health and safety to be re-visited during the full governing board meeting in June 2018.</p>	

9.0	<b>Community Engagement – circulated prior to the meeting</b>	
	<p><b>Communication</b></p> <p>Mr Griffin expressed his thanks to Mr Smith and Mr Ward for their time and commitment for supporting St Ivo in relation to improving communication with stakeholders. All communication will now be managed by Mr Ward to ensure consistency.</p> <p><b>Breakfast club</b></p> <p>Mrs Brading, Mentor and DP/PP Administrator has been in contact with Morrisons supermarket and has persuaded them to sponsor a breakfast club, this is benefitting poorly nourished students</p> <p><b>Primary Schools</b></p> <p>The Geography department and students recently supported Thorndown Primary School during Eco week.</p> <p>Mr Griffin informed the board that he had recently judged a public speaking competition at Wheatfields.</p> <p><b>Rotary Club</b></p> <p>Mr Griffin advised that he had attended a dinner at the Rotary Club and spoke about his role as a Headteacher and the school’s place within the local community.</p> <p>Mrs Lynn thanked Mr Griffin for his contributions and advised that is beneficial for the full governing board to be made aware of how Mr Griffin and St Ivo engage with the wider community.</p>	
10.0	<b>Any other business</b>	
10.1	<p><b>Extraordinary full governors meeting – July</b></p> <p>Mr Speer advised that a full day would be required for the extra full governing board meeting in July. The day will consist of MAT presentations during the morning and the board making a decision in the afternoon.</p> <p>In the meantime, Mr Griffin and Mr Newstead are to meet with the shortlisted MATs regarding the next stage of the process, in addition to this a small group of governors,</p>	

	together with Mr Newstead and Mr Griffin should visit the schools of the shortlisted MATs.	
<b>11.0</b>	<b>Date of next meeting</b>	
	Wednesday 27 June 2018 at 14:00 Aquarius Suite, One Leisure	
	<b>Meeting closed at 16:42 hours</b>	