



**MINUTES OF FULL GOVERNING BOARD MEETING  
WEDNESDAY 28 FEBRUARY 2018, 14:00  
ROOM 2, MAIN BLOCK, ST IVO SCHOOL**

**Present:**

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

**Non-Governors Present:**

Mike Craig  
Ingrid Morrison  
Emillie Newell  
(Minutes)

**Apologies:**

Dan Coulson

	<b>Discussion and Actions Agreed</b>	<b>By Whom</b>
<b>1.0</b>	<b>Apologies and consent to absence</b>	
	Apologies received from Dan Coulson, Staff Governor. Governors consented to this absence.	
<b>2.0</b>	<b>Declarations of Interest</b>	
	None.	
<b>3.0</b>	<b>In Attendance – Mr Davies presenting briefing on ‘General Data Protection Regulation’</b>	
	Mr Davies raised awareness to the governing board the changes to Data Protection laws coming into force on 25 May 2018; all organisations must ensure that they are fully compliant, St Ivo are in a good position due to strong compliance with the current Data Protection Act. Governors were provided with an information sheet that they are required to read and sign to declare that they understand. Mr Davies advised that staff have attended a briefing sessions, privacy notices have been distributed to parents, these are to be read and signed and students are reading and signing declarations during computing lessons.	

	<p>St Ivo is required to maintain an Information Asset Register outlining how types of data are held securely.</p> <p>Students aged 13 and over will now have to consent for sharing personal data themselves and consent must be given for the school to take photographs of students on trips and other school based activities.</p>	
<b>4.0</b>	<b>Minutes of last meeting</b>	
	Minutes of meeting agreed.	
<b>5.0</b>	<b>Matters arising from minutes</b>	
	To be covered throughout set agenda for this meeting.	
<b>6.0</b>	<b>Chair's Update</b>	
<b>6.1</b>	<p><b>MAT Update</b></p> <p>Mr Newstead explained that the MAT working group had drawn up a list of MATs to approach, all MATs were contacted and those that are interested are to respond to a list of questions by the 22 March 2018, the working group will meet again on 26 March 2018 to shortlist. As part of the process Mr Griffin has had meetings with Chief Executive Officers from a number of the trusts. An extraordinary meeting will be held on 24 April 2018 where the full governing board will review the shortlisted MATs and agree on a way forward. Mr Newstead informed the board that having attended an SLT meeting there is a strong desire that staff want to engage with the process, there two members of SLT will also be involved: Miss Morrison and Mr Varey.</p>	
<b>6.2</b>	<p><b>Governance review</b></p> <p>The governance review group met to discuss the restructuring of committees with a view to improving efficiency; this will be reviewed further depending on MAT discussions.</p> <p>The working group recommends the merging committees and leaving the curriculum and standards committee unchanged, community engagement will be reported to full governors via an SLT member.</p> <p>The working group also agreed that a dashboard overview of information for other committees would be useful in the form of executive summaries on committee papers.</p>	

	<p>Light touch appraisals for governors, reports on governor’s attendance, an effectiveness review together with greater engagement with SLT by governors.</p> <p>Dr Craig advised that originally community engagement was for the student welfare community to address, governors need an overview of engagement specifically. Mrs Lynn advised that it is the responsibility of the full governing board and therefore community engagement should be a standing agenda item to cover issues relating to this. Mr Griffin advised that he and Mr Newstead will discuss the relevant community engagement activities that will be discussed at board level. Mr Newstead advised that a link Governor for community engagement would be of benefit. Mr Griffin advised that a communications survey and recent meetings between Mr Ward, Mr Smith and himself have highlighted a need to revise one aspect of engagement with our community.</p> <p>The governing board agreed to the following governance re-structure:</p> <ol style="list-style-type: none"> <li>1. Merging of Finance and Premises committees.</li> <li>2. Merging of Personnel and Welfare committees.</li> <li>3. Curriculum to remain unchanged.</li> <li>4. Community engagement to be included on the full governing board meeting in May 2018.</li> <li>5. Chairs of committees are to circulate to all governors what the committee has discussed during their committee meeting.</li> </ol> <p>Mr Newton suggested that there should be no more than ten governors on each committee, eight is desirable. Mr Speer added that the quorum should be raised to four; this will assist with the work of a committee addressing issues and making decisions to move the school forward. Mr Speer acknowledged that meetings will have double content on agendas and it may be difficult to manage long meetings.</p> <p>Mr Griffin advised that other schools operate with only three committees; strict timescales are needed and governors need to prepare before meetings any meetings that continues beyond two hours become ineffective.</p>	<p><b>Mr Newstead/ Mr Griffin</b></p> <p><b>Mrs Newell</b></p> <p><b>All Committee Chairs</b></p>
<p><b>6.3</b></p>	<p><b>Governor recruitment</b></p> <p>Lengthy discussion took place regarding Governor recruitment. It was agreed that parent governor recruitment be put on hold in view of the ongoing MAT discussions.</p>	

	<p>With the recent resignation of Mr Andrews, Mr Newton advised that it is crucial to have three staff governors on the board, as a result recruitment to the staff Governor vacancy should progress.</p> <p>Mr Read proposed the appointment of Mrs J Bloor as community governor and circulated information to the governing board regarding Mrs Bloor's background and experience. The board agreed that Mrs Bloor has skills that are useful for the current MAT discussions. It was agreed that Mrs Bloor should be introduced to the governing board initially; the extraordinary full governors meeting on 24 April 2018 could be an appropriate date.</p> <p><b>ACTION: Mr Newstead, Mr Griffin and Mrs Bloor to meet in the new term to discuss further.</b></p>	<p><b>Mr Newstead/ Mr Griffin</b></p> <p><b>Mrs Newell</b></p>
<b>7.0</b>	<b>Governor Training – Termly Briefing</b>	
	<p>Mr Read advised that the governors briefing made reference to the data protection law changes and the need for risk assessment audits to be undertaken by the governing board. County have a spreadsheet template for a risk assessment.</p> <p>Mr Newton commented that the new Data Protection Regulation policy was approved by the Personnel Committee in January 2018, a model policy was not available for this - this policy can be reviewed and amended as and when required.</p> <p>The board agreed that it would be useful if Mr Read distributed notes from briefing sessions to all governors.</p>	
<b>8.0</b>	<b>School Improvement</b>	
8.1	<p><b>Headteacher's Report</b></p> <p>Mr Griffin advised that as part of the MAT discussion process several meetings are booked with the eight MATs contacted. Some meetings have already taken place and they all have something different to offer.</p> <p>This term SLT and middle leaders are to explore possible to changes to the delivery of the curriculum from September 2019 in particular a three year key stage 4 as well as a move away from mixed ability teaching.</p>	

	<p>All year 9 students have been met by middle leaders and SLT to review their current data and assist them in making choices for year 10 GCSE options. Work continues to be underway for improving year 11 progress by changing highlighting what is expected of middle leaders and what they expect of each other.</p> <p>Mr Newstead thanked Mr Griffin for the positive work he has undertaken with the MAT meetings.</p>	
	<p><b>Questions on Headteacher's Report</b></p> <p>Mr Woodall raised the issue of mixed ability at Key Stage 5 as he was unable to recall any subjects where there are two classes. Mr Woodall praised the training that has been delivered to staff for teaching at Sixth Form level, this was discussed in detail at the Curriculum committee meeting.</p> <p>Dr McMahon questioned whether students would be set in tutor groups or only per subject?</p> <p>Mr Griffin advised that students would be set in humanities, languages and English, sets would be fluid with students moving up or down depending on progress.</p> <p>Mr Smith believes that the changes in the school will be well received by parents and it is important to consider how this will be communicated to parents. Mr Griffin advised that communications to parents will take place following on from middle leader summits and subsequent debate. Mr Griffin advised that 'gifted and talented' now referred to as 'high priority attainers' have not been performing as well in the last few years; changes in the setting of students will address this.</p> <p>Mrs Lynn commented that Mr Griffin and SLT should be commended for the work they have undertaken not simply focusing on MAT but continuously working to make future improvements to the school.</p> <p><b><i>Challenge: Dr McMahon questioned why the changes to key stage 4 are not taking place this year?</i></b></p> <p>Mr Griffin advised that it is essential to take the time to introduce a three year key stage 4 and do it properly.</p>	

	<p><b>Challenge: Mrs Lynn enquired whether settings would be retained when joining a MAT.</b></p> <p>Mr Griffin advised that during MAT meetings with CEOs he has been informed that each school in a MAT retains its own school identity even exam boards.</p>	
<p><b>8.2</b></p>	<p><b>Pupil Premium</b></p> <p>Dr Craig referred to the pupil premium document provided in the board papers. Dr Craig advised that he has met with Mrs Barnes as part of pupil premium scrutiny and monitoring. All pupil premium activity is recorded and published via a statutory statement.</p> <p>The latest data analysis indicates a decline in both tracking points 1 and two; however this is still an improvement on last year. Interventions are in place to improve progress to get to at least the national average. Dr Craig advised the board that staff are held to account with a major focus on line management for Ebacc subjects, Heads of Department now meet as a group every two weeks to share best practice and new ideas. As discussed at the curriculum meeting last week, a number of inconsistencies with Heads of Departments have been identified; this will be addressed through the sharing of resources and strategies. A data drop matrix shared by Swavesey Village College has been used and the analysis will be used to put effective interventions in place for disadvantaged students.</p> <p>All Heads of Departments have been provided with a checklist outlining what they should be doing every year, these are them discussed at line management meetings, checklists once disused during meetings are submitted to Dr Craig.</p> <p>All disadvantaged students are to be re-interviewed. Online learning tools are available via PIXL app, geography has led the way with Schoology, this is an interactive site. Mr Chambers, Head of Geography has 4,000 teachers signed up to his site. Students are using maths watch and English students are engaging with online learning. A current subscription to GCSE pod at £6,000 for one year is proving a success with students listening to pods on their way in and out of school.</p> <p>For disengaged students Mrs Brading has a number of interventions in place ranging from different pathways, using local companies including a local technology employers and providing mentor sessions. Dr Craig advised that there is a brilliant club</p>	

	<p>available for 'generation gifted' involving PhD students; this will support those students that are of high ability but disadvantaged.</p> <p>Dr McMahon referred to his question at the last full governors meeting regarding the ability ranges of the disadvantaged students.</p> <p>Dr Craig advised thirteen are high ability, seven mid and seven low ability. Mrs Lynn commented that aspiration is the issue. Mr Griffin advised that the re-structure of setting according to ability will address the whole school issue of aspiration. Mrs Barnes added that it is also necessary for parents to be on board.</p>	
<b>9.0</b>	<b>Reports from Committee Chairs</b>	
<b>9.1</b>	Premises - the committee agreed that Health and Safety is not the sole responsibility of Premises and therefore recommended for Health and Safety to be a standing item at full governors.	
<b>9.2</b>	Finance - meeting held. Nothing to report to full governing boards.	
<b>9.3</b>	Personnel - the committee approved the new Data Regulation Policy, staff training and the support staff appraisal. The support staff appraisal is not led by incremental changes, there is no financial reward.	
<b>9.4</b>	Student Welfare and Community Engagement - the committee met the new Attendance Manager.	
<b>9.5</b>	Curriculum and Standards - the committee discussed year 11 progress, curriculum changes and settings in 2019.	
<b>10.0</b>	<b>Policy Review</b>	
	<p><b>Complaints Policy – addition</b></p> <p>Update to policy to include one additional stage of mediation.</p> <p>Mr Ward to update policy.</p>	Mr Ward
<b>11.0</b>	<b>Any other business – of sufficient urgency and importance to be discussed and to be agreed with the Chair prior to the meeting</b>	
<b>11.1</b>	Dr Craig recently sent a communication to the governing board regarding an admission refusal. All governors were in agreement that the admission should be refused.	

<b>11.2</b>	The governing board thanked Mr Andrews for the twelve years he had committed as staff governor.	
<b>11.3</b>	Mr Newstead spoke of West Side Story and praised all students, staff and band members for their fantastic work.	
<b>11.4</b>	School jumper - following the recommendations of a complaints panel in relation to school uniform, Dr Craig has sourced a cotton mix jumper, however this is a different shade. The governors agreed that an alternative mix jumper should be available to parents, however it was agreed that the current jumper should be retained until a re-tender is complete where the school will have seriously looked at all other options available to parents. At present reasonable adjustments are made on a case by case basis.	
	Meeting closed at 17:30	
<b>12.0</b>	Date of next meeting 2 May 2018, 15:30, Aquarius Suite, One Leisure, St Ives	