



**MINUTES OF FULL GOVERNING BOARD MEETING
WEDNESDAY 1 NOVEMBER 2017, 14:00
ROOM 2, MAIN BLOCK, ST IVO SCHOOL**

Present:

John Andrews	Mark Newstead
Judith Barnes	Frank Newton
Dan Coulson	Richard Potter
Carol Darnell	Philip Speer
Charles Glanville	Jon Read
Sam Griffin	Adrian Smith
Claire Lynn	Jim Stavrou
Martin McMahon	Anthony Ward

Non-Governors Present:

Mike Craig
Ingrid Morrison
Emillie Newell
(Minutes)

Apologies:

Duncan Woodall

	Discussion and Actions Agreed	By Whom
1.0	Election of Chair and Vice Chair	
1.1	Mr Griffin presented the nominations for Chair received for Mr Glanville and Mr Newstead. Candidates presented a brief statement and left the room during a secret ballot. Mr Newstead took position of Chair of Governors.	
	Election of Vice Chair Mr Newstead presented the nominations for Vice Chair for Mr Smith and Mr Speer. Candidates presented brief statements and then left the room during a secret ballot. Mr Speer re-elected as Vice Chair.	

	<p>Community Governor Vacancy</p> <p>Mr Newstead advised that this will be discussed at the next board meeting in December 2017.</p> <p>All governors were in agreement.</p>	
2.0	Apologies and consent to absence	
	Apologies received from Duncan Woodall – governors consented to this absence.	
3.0	Declarations of Interest	
	None.	
4.0	Declaration of pecuniary interests – return of forms	
	Forms to be completed and returned at the end of this meeting for those governors that have not returned these as yet.	
5.0	Minutes of the last meeting	
	<p>Amendments required to the following:</p> <p>Item 4.2: Last paragraph should read <i>“liaising with the Regional Schools Commissioner”</i>.</p> <p>Item 5.1: Mr Flower should be referred to as Dr Flower.</p> <p>Item 9.1: Revise: Mr Stavrou advised that the meeting also discussed the new assessment system for Key Stage 3. The committee had asked to see exemplars of the new Key Stage 3 reports, but these had not been provided. Mr Stavrou has also requested a meeting with Mr Davies and Mr Potter to discuss a common format for data which will be provided in advance of each Curriculum Meeting before the end of term.</p> <p>Subject to the above amendments the minutes were agreed.</p>	Mrs Newell
5.1	Matters arising from minutes	
	To be discussed during updates as outlined on the agenda.	
5.2	Reports from Committee Chairs	
	Minutes of all committee meeting have been circulated to the board prior to this meeting.	
6.0	Chair’s Update	
	<ul style="list-style-type: none"> Code of Conduct for Governors All governors agreed to the Code of Conduct for Governors. This will be updated and circulated to all governors to sign and return to Mrs Newell. 	

	<p>The meeting agreed that any amendments/additions to this can be agreed on an ad hoc basis.</p> <ul style="list-style-type: none"> • Governance Self Evaluation Self-evaluation will be circulated to all for completion and return to Mrs Newell within one week. • Skills Audit Mr Glanville advised that only three skills audits had been returned by the governors. <p>Mr Newstead acknowledged that the governing board is required to undertake work in relation to its own effectiveness. Mr Newstead requested that all outstanding paperwork is re-emailed within specified timescales (to be included in the email). Mrs Newell requested a timescale of one week; all governors agreed to this. Mr Smith advised that the school could name governors that had not returned documents, but this approach was not thought necessary.</p> <p>ACTION: Mrs Newell to circulate updated version of Code of Conduct for governors to the governing board for signing and returning within one week of the date the email is sent.</p> <p>ACTION: Mrs Newell to circulate skills audit to the governing board for completion and return within one week of the date the email is sent.</p> <p>On behalf of the governing board, Mr Newstead thanked Mr Glanville for his time as Chair of Governors.</p>	<p>Mrs Newell/ALL</p> <p>Mrs Newell/ALL</p>
6.1	MAT Update	
	<p>Mr Newstead advised that there are different views within the governing board in relation to the potential creation of a multi-academy trust (MAT) (i.e. with Hinchingsbrooke) or joining an existing MAT.</p> <p>Discussions with Hinchingsbrooke regarding the possible formation of a MAT with them have been ongoing for some months without, as yet, a formal proposal for the governors to consider.</p> <p>Mr Smith explained that he felt that, given the amount of time that the process has taken to date, a formal vote was required by governors to determine the extent of support among governors for continuing the current discussions with Hinchingsbrooke.</p> <p>He went on to request a second vote to determine whether the school should be exploring other MATs that the school could potentially join.</p> <p>Mr Newstead advised that in order to support Mr Griffin, discussions should continue, with the intention of presenting a robust plan to the governing board within an agreed timescale.</p> <p>Mr Newton advised that he agreed with Mr Newstead, adding that the governing board needs facts on, in particular, how going into a MAT would benefit the students of both schools.</p> <p>Mr Speer stated that it is important to continue with the discussions; as a member of the Ouse Valley Partnership strategy group for the past two years, it would allow for the embedding of the work undertaken to date, it would not be reasonable to simply walk</p>	

away from discussions. Mr Speer emphasised that although both schools will be managed by the same people if the schools were to join there would have to be changes in both schools.

Mr Speer suggested that the strategy group put together a detailed plan highlighting the issues that need addressing. Mr Speer expressed his concerns about the number of meetings that Mr Griffin has attended and the failure of a robust plan emerging from these.

Mr Smith advised that his request to vote on the matter during this meeting is not intended to be destructive, but that eight months had elapsed and, despite weekly meetings, he struggled to see what has been achieved.

Mrs Lynn stated that the governing board owes it to Mr Griffin to continue with discussions with a given timescale to present a robust proposal to vote on. Mrs Lynn requested a professional document and presentation.

Mr Griffin advised that it would be very difficult to present anything before December 2017, the March 2018 full governing meeting could offer the best time for a presentation to governors, with a view to final decision by April 2018.

Mr Smith asked to hear the views of SLT members present. Dr Craig advised that most people want the very best for the school to make it a good place and retain its independence, but that it is possibly time for the school to recognise that pupil's progress is not as strong as it should be.

Dr Craig said that the school's time in 'Requires Improvement' (RI) was extremely challenging and that, at the last Ofsted inspection, St Ivo obtained a 'good' rating through an extreme amount of effort put in across the school. According to Dr Craig, there is a risk that the school has not yet fully consolidated its 'good' rating and could (unless mitigating action is taken) slip back into RI.

Dr Craig went on to say that he felt it is imperative that key points are focused on collectively and that being at the starting point of shaping a MAT (with Hinchingsbrooke) would mean that St Ivo is not losing its identity. St Ivo is the last school in Cambridgeshire to join a MAT and St Ivo already has a good working relationship with Hinchingsbrooke through the Ouse Valley Partnership.

Miss Morrison added that members of the SLT are very keen to explore the idea of a MAT and that to cut off all discussions at this point would be disappointing in view of both schools having not been presented with what a MAT could deliver. According to Miss Morrison, this was the view of all members of SLT.

Mr Newstead requested a show of hands as to whether these discussions are to continue.

Decision: The majority of governors agreed for Mr Griffin to continue with discussions for creation/joining of a MAT.

In view of the outcome, Mr Newstead stated that the strategy group (all Chairs of committees and Vice Chair) will take this forward.

Dr McMahon advised that having been informed of the government intention to force all schools to be part of a MAT he has contacted the Department for Education (DfE) helpline. The DfE advised that there was not a clear intention to force all schools down this route.

Dr McMahon advised that an overwhelming benefit to all must be seen before agreeing to be part of a MAT.

Mr Glanville advised that Sir David Carter, National Schools Commissioner has indicated otherwise, taking the idea of MATs one step further with small MATs not continuing with the existence of only larger MATs.

Mr Griffin stated that while the DfE may not force good schools into MATs, there are other ways; for example, it has recently made £53 million available to MATs only. This is targeted at key areas, including Huntingdonshire, but St Ivo School is unable to apply for one of the proposed grants of between £50–100k.

Mr Glanville stated that if St Ivo School was pressured into going into a MAT it would not be of St Ivo's choice where the structure of governing boards is such that small groups cannot take control. Mr Glanville reminded the board that the document 'ten reasons for joining a MAT', which was referred to by Mr Potter, is irrelevant to St Ivo as the intention is to create a MAT, not join one.

Documents originally presented to the governing board were to be updated and revised before being presented again. However, this was side-lined due to other events and a deadline for a MAT to be created by January 2018.

Mr Glanville suggested that the meeting of the Strategy Group takes place immediately as a meeting is planned for 15 November 2017 for St Ivo to attend a meeting with Hinchingsbrooke to consider the MAT proposal. Once this is approved for Hinchingsbrooke there will not be the opportunity to re-structure the new MAT.

Mr Newstead questioned whether the governing board should look at alternatives.

In response, Mr Newton suggested that locally-based MATs should be investigated. Mr Potter stated that whilst still supporting Mr Griffin, consideration should be given to whether Hinchingsbrooke is the best school to work with or is this only being considered due to convenience of location and suggested that MATs inside and outside Cambridgeshire should be viewed, considering those that can support improvements at St Ivo. Mrs Lynn added that MATs led by outstanding schools would be beneficial in supporting Mr Griffin to make improvements with a MAT that has a proven track record.

Mr Smith stated that he agreed with this in principle, stating that the apparent benefits of joining and helping to shape a new MAT can be offset by the layers of risk associated particularly with a MAT whose processes and structures have not been proven.

Mr Glanville questioned Mr Smith as to which option he would prefer to be a standalone academy or joining a MAT where parent governors have potentially fewer seats on the governing body. Mr Smith advised that he would choose the latter if the MAT was proven and was performing.

Challenge: Mr Read questioned as to how it will assist St Ivo in joining a MAT that has been created to support another school?

Mr Griffin advised that time is needed to explore this issue.

Mr Newstead advised that a scoring matrix should be utilised to assist with shortlisting. Suggested numbers of six MATs to shortlist down to two, firm offers are to be obtained for presentation to the governing board for a decision.

Mrs Lynn advised that governors intend to make the best decision for the school.

	<p>Discussion took place regarding MATs in Huntingdonshire. Mr Griffin advised that, in his experience, schools within MATs do retain their own identity; the only aspect that is different is the management and board structures.</p> <p>Decision: Strategy group is to devise a process/timetable and agree on a list of issues/concerns that are to be addressed whilst Mr Griffin continues in discussions.</p> <p>In addition, the group is to seek interested parties, making contact with MATs within Cambridgeshire and neighbouring close counties.</p> <p>Mr Andrews left the meeting at 15:40 hours</p>	
7.0	School Improvement	
7.1	<p>Headteacher’s Report – circulated to the board.</p> <p>Leadership and Management</p> <p>Mr Griffin spoke of the positive start to the year, saying that St Ivo feels ‘like a new school’ and for the first time it feels like Mr Griffin’s school and a school that is moving towards what it can be.</p> <p>Mr Griffin reported that there is a sense of calm throughout the school, that lessons are focused and decent teaching has been witnessed. Strong appointments have been made.</p> <p>The new uniform has made a great difference. Mr Griffin thanked the support of the governing board for this, the work undertaken by Mrs Chiano (Finance), Mrs Attersall (Finance), Mrs Scruton (Finance), Dr Craig, Mr Ward and the support from Mrs Jarah of The School Shop.</p> <p>Following the implementation of the new uniform, there are only a few students causing minor issues not complying with the uniform. Two formal complaints have been received and these have been responded to by Mr Glanville.</p> <p>MAT</p> <p>At this stage in discussions it would not be appropriate to withdraw, this would close all options currently open for growth and improvement.</p> <p>Internal quality assurance</p> <p>The Autumn term will now review any department where there is a trend of concern in exam performance. This term Business, Psychology and Drama will be reviewed.</p> <p>Quality of Teaching, Learning and Assessment</p> <p>The Sixth Form is an area of focus. The professional teaching day in January will be dedicated to this and will look at the issues resulting from small classes and the lack of dynamic when teaching particularly small classes, e.g. those with three students.</p> <p>Thorndown School has approached St Ivo to be their secondary partner as they have applied to be a Teaching School and are aiming to offer Schools Direct training placements in St Ives. Mr Griffin said he is very happy to support this. Mr Griffin explained to the governing board that Schools Direct Placements are an alternative to</p>	

	<p>the PGCE and involves workplace training. St Ivo has recently retained a small number of cover supervisors now undertaking training through the Cambridgeshire Partnership.</p> <p>Personal Development, Behaviour and Welfare</p> <p>Mr Griffin explained that the school’s expectations for students’ behaviour have changed at St Ivo and that green booklets have been distributed to all students (circulated to the governing board) including timetables, personal targets and house points awarded.</p> <p>With regards to alternative provision, the cost involved and drop in funding going forward, the school is to find its own internal solution.</p> <p>Outcomes for students</p> <p>Mr Griffin explained to governors that despite the school’s efforts, this year’s exam results are a cause for concern and put the school in what he described as a ‘vulnerable ‘good’.’</p> <p>Questions from governing board on Headteacher’s report:</p> <p>Challenge: Dr McMahon questioned why the English and Maths departments are not subject to the department review?</p> <p>Mr Griffin advised that these departments are reviewed every year as a matter of course.</p> <p>Challenge: Mrs Lynn queried who sets the targets in the green booklet for students?</p> <p>Dr Craig advised that academic mentoring targets set goals with students; this allows students to reflect on their own performance with regular meetings being held with tutors to discuss progress.</p> <p>Mrs Lynn commented that this is beneficial for the development of relationships between students and tutors.</p> <p>Challenge: With reference to the drama exam results, Dr McMahon could not understand why following the spectacular performance of Les Misérables the drama results were not better?</p> <p>Mr Griffin advised that many of the students involved in <i>Les Misérables</i> did not study drama. Mr Griffin assured Dr McMahon and the rest of the governing board that the issues with drama at the top of the agenda in view of the results and lack of numbers opting for the subject.</p>	
7.2	<p>School Improvement Plan</p> <p>Draft version circulated to the governing board.</p> <p>The governing board will complete the blank governance section once the skills audit and governance evaluation is complete.</p> <p>Decision: Governors agreed to the content of the school improvement plan for 2017 – 2018.</p>	

Exam Results 2017

Mr Griffin explained that the full analysis of data and performance will be available following the publication of Raise Online later this term, but that the progress rate for St Ivo has not improved as expected, compared with the local area.

The progress figure for the Sixth Form is minus 0.09. The average grade at A Level is a C, compared to the national figure of C+. All students were, however, able to go on to the destination of their choice (i.e. a University or Further Education College).

Mr Griffin advised that despite some excellent individual performances, the interventions last year for year 11 did not provide the school with the improvement in overall results that was expected.

Mr Griffin explained to governors that he did not believe this summer's GCSE results were good enough, that progress (as opposed to attainment) is below average and 'not where it should be for a school like St Ivo.'

The average grade in Maths was a low C, which is below the Cambridgeshire figure; some students gained maths at a 4 or 5 but not English. The results in History and Geography were not as good as previous years.

Mr Read enquired as to the predictions for next year. Mr Griffin advised that these will be made available shortly and will be presented to the Curriculum committee.

Mr Stavrou stated that the Curriculum committee in December 2017 will discuss the year 11 predictions; the committee will require clear updates as to where the targets are. Ms Sherwood, Director of Key Stage 4 will attend December's committee meeting.

Mr Stavrou advised that at present the data system and target setting process within St Ivo is quite complicated, it would be beneficial to simplify this.

Action: Mr Stavrou and Mr Griffin to meet and discuss possible alternatives for data.

Challenge: Dr McMahon requested clarification for some of the heading in the presentation of the data, particularly as to which groups are being referred to. A trend graph would also be ideal for viewing data.

To support school improvement and focus on immediate actions this year, Mr Griffin advised that interventions will require additional resource via a release of funds.

Mr Speer advised that this will be discussed at the Finance Committee and emphasised that there is a willingness to use the reserves to support school improvement to achieve a stronger set of results.

The meeting discussed that efforts are needed in the lower school in order to build on strong foundations; Mrs Lynn advised that work undertaken in years 7, 8 and 9 should be at a higher level.

Mr Newstead acknowledged that Mr Griffin was sending a strong message that he wants to take forward a long-term investment.

Mr Griffin advised that between now and the next full governors meeting work may need to take place outside of committee together with communications via email to facilitate the implementation of improvements.

<p>7.4</p>	<p>Pupil Premium – use of Pupil Premium and impact on disadvantaged pupils (paper circulated to the board)</p> <p>Dr Craig, Mrs Barnes and Mrs Brading met on 4 October 2017 to discuss exam results and for pupil premium and disadvantaged pupils. The data suggests that the gap has widened overall: the gap has diminished in Maths, but widened significantly in English.</p> <p>Dr Craig advised that several interventions had been put in place, including the European Computer Driving Licence (ECDL), which offered an opportunity for a number of disadvantaged and challenging students to apply themselves and obtain a qualification. However, this was a relatively expensive intervention.</p> <p>Challenge: Dr McMahon questioned as to what percentage of pupil premium funding was used for the ECDL?</p> <p>Dr Craig advised that the cost incurred was between £12,000 to £13,000, which is a large percentage of the funding; other interventions (for PP/DP) are to be funded out of the resource.</p> <p>Dr Craig acknowledged the superb work that is undertaken by Mrs Brading collating and analysing information for pupil premium and disadvantaged pupils.</p> <p>There are discussions taking place with Pet-Xi in relation to replacing the ECDL with Microsoft Office Specialist for year 11. The awarding body is ‘The Learning Machine’ and qualifications will count towards the overall figures. A skills audit will be conducted with disadvantaged students.</p> <p>Challenge: Mr Read questioned as how Special Educational Need (SEN) and free school meal (FSM) students are identified in this?</p> <p>Mr Ward advised that this level of detail was discussed at the Student Welfare and Community Engagement Committee.</p>	
<p>8.0</p>	<p>Safeguarding Monitoring Report – paper circulated.</p>	
	<p>The governing board was informed by Dr Craig that the report was submitted to the Local Safeguarding Children’s Board, this is linked with the annual monitoring visit undertaken by Mr Potter, reviewing training records and child protection files.</p> <p>Mr Potter acknowledged the excellent work undertaken by Mrs Sloan.</p> <p>Dr Craig advised that Mrs Sloan will be liaising with designated persons for local primary schools to assist with joint working in preparation for child joining St Ivo.</p> <p>Mr Potter advised that governing board that it is best practice for governors to request to view the ‘Single Central Record’ (SCR) when visiting the school to review one record.</p> <p>Mr Newton advised that this has previously been under the remit of the Personnel Committee.</p> <p>Action: Personnel Committee to devise guidance note for governors for reviewing the SCR, governors will be required to sign a checklist when they have viewed the record. Findings to be discussed at full governors.</p>	

9.0	Any other business	
9.1	Governors were reminded that items for 'any other business' must be of sufficient urgency and importance to be discussed and agreed with the Chair before the meeting. All matters under this item will not be discussed unless the above has been satisfied.	
	Meeting ended at 17:10 hours.	

I certify that the minutes are a true and accurate reflection of the meeting held on 1st November 2017

Signed.....

Chair of Governors

Date.....



	ACTION	BY WHOM	BY WHEN	COMPLETED
1.0	Circulate updated version of Code of Conduct for governors to the governing board for signing and returning within one week of the date the email is sent.	Mrs Newell / All governors	16 November 2017	
2.0	Circulate skills audit to the governing board for completion and return within one week of the date the email is sent.	Mrs Newell/ All governors	9 November 2017	
3.0	Strategy group is to devise a process/timetable and agree on a list of issues/concerns that are to be addressed whilst Mr Griffin continues in discussions. In addition the group is to seek interested parties, making contact with MATs within Cambridgeshire and neighbouring close counties.	Chairs of Committees	13 December 2017	
4.0	Mr Stavrou and Mr Griffin to meet and discuss possible alternatives for data.	Mr Stavrou and Mr Griffin	13 December 2017	10 November 2017
5.0	Personnel Committee to devise guidance note for governors for reviewing the SCR, governors will be required to sign a checklist when they have viewed the record. Findings to be discussed at full governors.	Mr Newton/Personnel Committee	20 November 2017	