



**MINUTES OF FULL GOVERNING BOARD MEETING**

**Wednesday 1 March 2017, 15:30**

**AQUARIUS SUITE, ONE LEISURE, ST IVES**

**Present:**

<b>John Andrews</b>	<b>Frank Newton</b>
<b>Judith Barnes</b>	<b>Jon Read</b>
<b>Charles Glanville</b>	<b>Adrian Smith</b>
<b>Sam Griffin</b>	<b>Jim Stavrou</b>
<b>Claire Lynn</b>	<b>Anthony Ward</b>
<b>Martin McMahon</b>	<b>Duncan Woodall</b>
<b>Mark Newstead</b>	

**Non-Governors Present:**

**Mike Craig**  
**Ingrid Morrison**  
**Emillie Newell**  
(Minutes)

**Apologies:**

<b>Dan Coulson</b>	<b>Richard Potter</b>
<b>Carol Darnell</b>	<b>Philip Speer</b>

**In Attendance: Will Kerslake and Millie Bircham – Head Boy and Head Girl**

**University Challenge Team – Tom Johnson, Sam Webb, Ross Meagher, George Parsons**

**Vicky Rix – Assistant Head of Sixth Form**

	<b>Discussion and Actions Agreed</b>	<b>By Whom</b>
	<b>In Attendance – University Challenge Team</b>	
	The team of four reminded the Governing Board of their achievements at the Lincoln University Challenge competition back in October 2016. The team won after two rounds against eleven other schools including one local school. The score was the third best in the country. The questions covered a variety of topics and each team member was able to answer these. Due to the success of the team each member won £50 and a total of £1000 for the school: the sixth form sound system has since been upgraded, a charitable donation will be made once a decision has been made regarding which charity and text books will be purchased out of the prize fund.	

	<p>The team was formed through an internal selection process with Heads of Departments each contributing questions on their subject area; fifteen students applied and the four with the most correct answers made the team.</p> <p>On behalf of the governors, Mr Glanville congratulated the Team and presented each member with a letter acknowledging their achievement.</p>	
	<p><b>Head Boy and Head Girl</b></p> <p>Mr Griffin explained to the governors that the school had a missing dynamic of active student leadership and integration between main school and sixth form; to overcome this a process of appointing a Head Boy and Head Girl has recently taken place.</p> <p>The governors were introduced to Will Kerlake and Millie Bircham, both were appointed to this new role following a rigorous interview process. Candidates were required to complete application forms outlining their communication and leadership skills. Candidates were then interviewed and were required to undertake a presentation. A student leadership school election took place where candidates prepared speeches which were then delivered in assemblies in order to win the support of students.</p> <p>At present, Will and Millie are working with Year 7s and are successfully integrating with this year group, it is intended that this will be rolled out with other year groups. There will be a top down leadership system; two or three representatives will be identified to work with the various year groups.</p> <p>Will and Millie also spoke of ideas that they have for the future with the intention of inspiring year groups. There will be a 'stress busting' talk at the year 11 Parents' Evening.</p> <p>Will stated that the reaction from other students has been positive.</p> <p>Mr Griffin highlighted the role model qualities of Will and Millie; this will give other students within all year groups something to aspire to.</p> <p><b><i>Advice: Mr Stavrou suggested that it would be beneficial for Will and Millie to visit other sixth forms with a Head Boy and Head Girl.</i></b></p> <p>Mr Newton questioned whether there is an isolation of the sixth form due to the location of the sixth form block? Millie stated that there is a territorial attitude from some students regarding the sixth form area; in order to overcome this it would be necessary to open it up to the other year groups, as well as sixth formers having more of a presence in the main block to integrate with the lower school.</p> <p>Mrs Lynn enquired as to whether the Head Boy and Head Girl will have lanyards with their titles on to make them identifiable? Mr Griffin advised that nothing has been agreed this point, but they will be made identifiable in due course.</p> <p>All students in attendance together with Mrs Rix, left the meeting at 15:50 hours.</p>	

<b>1.0</b>	<b>Apologies/Consent to absence</b>	
<b>1.1</b>	Apologies were received from Dan Coulson, Carol Darnell, Richard Potter, Philip Speer.	
<b>1.2</b>	All governors consented to these absences.	
<b>2.0</b>	<b>Declarations of interest</b>	
<b>2.1</b>	None.	
<b>3.0</b>	<b>Minutes of last meeting and matters arising</b>	
<b>3.1</b>	Mr Read was present at the last meeting held on 15 December 2016 but was omitted from the 'Present' list.  <b>Action: Mrs Newell to amend this and re-circulate minutes.</b>  Minutes of last meeting agreed.	<b>Mrs Newell</b>
<b>3.2</b>	<b>Matters arising</b>  Mr Smith enquired as to the situation regarding item 4.3:  <i>4.3 Mrs Lynn requested an update regarding the member of staff currently suspended. Mr Griffin advised that an internal investigation is underway; a report will be presented to Mr Griffin in the New Year. A Governors Panel will be convened depending on the outcome of the internal investigation.</i>  Mr Griffin advised that a hearing has been set for 9 March 2017.	
<b>4.0</b>	<b>Chair's Update</b>	
<b>4.1</b>	Following the recent re-appointment of Mr Stavrou, Mr Glanville expressed is disappointment in the lack of engagement from parents including parent governors in the voting process. This was evident with a return of only twenty two votes. Mr Glanville stated that this does not put governors in a position to criticise if they do not engage themselves.  Mrs Lynn advised that online voting would encourage people to vote, Mr Read agreed with this and added that is then easier for people to engage.  <b>Action: Mrs Newell to find out what voting methods other schools use.</b>  The meeting also discussed the issue that there is reluctance for parents to stand as a candidate for governor.  Mr Smith questioned whether the other candidate for the most recent election will stand again in the future or whether SISA can approach him?  <b>Action: Mrs Newell to contact candidate and obtain permission/consent for details to be shared with SISA.</b>	<b>Mrs Newell</b>        <b>Mrs Newell</b>

	Mr Glanville advised that he is liaising with one individual with a finance background to fill the current vacancy on the governing board of community governor.	
<b>4.2</b>	<p><b>Termly Update</b></p> <p>Both Mr Glanville and Mr Newton attended the Termly Update held on 24 January 2017. This is a very good source of information from a Local Authority perspective and governors are encouraged to attend.</p> <p>Key themes:</p> <ul style="list-style-type: none"> <li>• The County is below the national average for achievements for disadvantaged and SEN students. This is a priority within all schools.</li> <li>• 74.6% of secondary schools are now rated good or outstanding compared with 46 % last year.</li> <li>• Consultation to take place regarding the role of the Local Authority in education. Not all schools are to be forced to become academies by 2020. There will no longer be the timeframe but the objective will remain.</li> <li>• Second part of the Fairer Funding formula will be available on Department for Education website on 22 March 2017.</li> <li>• All governors are encouraged to attend the Annual Governors Conference to be held at Hinchingsbrooke on 4 March 2017.</li> </ul> <p>Mr Glanville has met with Tim Coulson, Regional Schools Commissioner for East of England and North-East London. Over the course of an hour, discussions took place regarding large and small MATS and the financial implications for each. Larger grants are given to projects for multiple schools. Mr Griffin advised that Cambridgeshire Secondary Heads have expressed their concern to the Department for Education regarding the lack of funding available to Cambridgeshire Schools. Mr Griffin and Mr Glanville will both be meeting Tim Coulson on 2 March 2017 to discuss MATS further.</p> <p>Hinchingsbrooke Governors Meetings</p> <p>Dates of future Hinchingsbrooke governors meeting circulated to all, Committee Chairs can attend these meetings.</p> <p>Mr Newton advised that that following on from the termly update he will share a report with Mr Griffin and Dr Craig regarding safeguarding audit and safer recruitment.</p>	
<b>5.0</b>	<b>Headteacher's Report</b>	
<b>5.2</b>	<p>Headteacher's Report circulated to all prior to the meeting.</p> <p><b>Pixl</b></p> <p>Mr Griffin advised Pixl are now utilised within the school as a planned intervention for Key Stage 4 and 5(KS); there is a bank of resources on offer and this is energising for all involved, including apps are available and supporting Maths and English both at KS 4 and KS5. A maths review will take place next week and the results will be shared in due course.</p>	

**House System**

A house system will be re-introduced to St Ivo School following the scrapping of this in 1972. The intention of this is for students to aspire and engage in both their form and year groups. A meeting was held in February with fifty members of teaching and support staff attending; this was a very positive meeting and a small working group has been formed to look at this more closely. Students will have an input in the names of the houses and consideration has been given to a flag pole outside the school.

**Primary Schools**

Paul Cook and Dave Varey are spending time in each of our partner primary schools leading a project on engaging the most able students at Key Stage 3. Consideration is now been given to how students are grouped at Key Stage by breaking up form groups with some subjects having a set arrangement and others consisting of mixed ability.

**Quality of Teaching, Learning and Assessment**

This year has seen a rise in the number of applications received for teaching posts; the 'good' Ofsted rating is clearly having an impact on this. We have recently made several appointments for new teaching staff to start in September 2017; these are of a high quality for Science, English and Maths.

**MAF**

Teaching staff have undertaken reviews across the departments to see and discuss the work of other subjects.

Further to the review of the assessment policy, an assessment model focusing on skills rather than scores is to be developed and launched during the summer term.

**Behaviour**

Cambridgeshire Secondary Heads have discussed the lack of a pupil referral unit. There had been plans for a county site at Alconbury Weald (TBAP). However, local heads could not commit to the fifty places needed to make the plan viable and therefore the initiative has been withdrawn. Mr Griffin is therefore considering taking on the LA BAIP area representative role. There will be a meeting at the end of March to discuss what is available in area and funding.

**Outcomes for students**

The Girls' Football Team continues to be successful in the tournaments they are taking part in.

The Student Welfare Committee highly commended the spectacular work of the Les Misérables performance in February 2017 – Amanda Crellin and Athena Bell gave the students a unique experience.

Pet-Xi have delivered the ECDL course to middle ability students, this has given these students a boost of confidence and hopefully will have a very positive impact on their performance in other subjects over the next three months.

## **Conclusion**

The school is in a period of transition, it has been a time to take risks and do things differently. There is still an uncertainty regarding student's performance with the Progress 8 score. However, with all the plans in place for change there is an exciting future ahead for St Ivo School as a whole.

## **Governors Response to Report**

Mr Glanville commented that the governor's appreciation for the spectacular Les Misérables performance should be formally recorded. The commitment shown by students was amazing.

**Action: Mr Glanville to send letter of appreciation on behalf of all governors to Amanda Crellin and Athena Bell.**

Mr Griffin advised that Amanda Crellin decided to take on Les Misérables. The performance was expensive and was subsidised by using funds from other concerts and non uniform day donations also went towards this. In total an £800 profit was made.

The promotion of tickets was a credit to Mr Ward and the Year 9 Options Evening starting off with a performance from Les Misérables attracted further ticket sales. Photographs of the performance can be found on the school's Facebook page.

Mr McMahon thanked Mr Griffin for his excellent report. In relation to the house system Mr McMahon stated that he likes the idea of mixed forms, vertical tutoring and most importantly a system in place for students to aspire and be rewarded for their achievements.

**Question: Mrs Barnes enquired as to why there will be five houses?** Mr Griffin advised that each house will contain three hundred students; this is the maximum number of students the main hall can accommodate.

Mr Stavrou advised that vertical tutoring in a school should be considered, it is beneficial as tutors get to know students and build close relationships. With regards to ECDL, Mr Stavrou commented that this have a huge difference on performance in other areas and can impact very positively on the Progress 8 figure.

Miss Morrison commented that the ECDL has cost implications in terms of curriculum time.

Mr McMahon stated that during the October 2017 Curriculum and Standards Meeting these key groups of students should be reviewed to assess the extent to which ECDL has impacted on their results.

<p><b>5.3</b></p>	<p><b>Uniform</b></p> <p>The result of the school uniform consultation was discussed. From the responses there was no overwhelming majority for a particular combination or style of new uniform and those preferring to retain the current uniform were in the minority. Four hundred written comments were received and the theme was the cost of a new uniform.</p> <p>Mr Griffin reminded all that this was a consultation not a vote; the main aim of changing the school uniform is to make a difference to our students with how they present themselves.</p> <p>A lengthy discussion took place regarding the financial implications of introducing a new uniform in relation to the existing stock that the school holds. Financial assistance for purchasing the blazer and ties will be given to parents/students who will otherwise struggle to fund this change. Concern also raised regarding timescale involved in introducing a new uniform: an agreement is required by 31 March 2017 or the initiative will be delayed until next year.</p> <p><b><i>Challenge: Mr Smith advised that a second tender proposal should be made for the supply of uniform.</i></b></p> <p>Dr Craig advised that there is a desire amongst staff for the uniform to change and that this is the most exciting time in the history of the school. The introduction of a new uniform is a visual signal to staff, students and community that the school is changing and it would be unfortunate for the school to miss this window of opportunity.</p> <p>Mr Andrews added that there is a current opinion amongst students that this change is imminent and members of staff do want it to happen. This is a time of a new era for the school and is an outward sign of timely change. If the initiative was to be left it would lose momentum. Mr Andrews commented that when he has accompanied students to Poets Society events where other secondary schools have also been present, St Ivo students have compared themselves and were embarrassed with their uniform.</p> <p>Mr Griffin proposed a change in uniform for September 2017. This can be raised at the Parent Forum on 13 March 2017.</p> <p><b>Decision: The governing board agreed to the change in the uniform. The detail of how this will be achieved will remain with the Senior Leadership Team.</b></p> <p><b><i>Advice: Mr Stavrou advised that a decision letter should be issued to all parents.</i></b></p>	
<p><b>6.0</b></p>	<p><b>Pupil Premium</b></p>	
<p><b>6.1</b></p>	<p>Dr Craig advised eleven pupil premium students took part in the ECDL Course, six achieved distinctions, the equivalent of A* at GCSE, three achieved grade A and one achieved a B. Not all students undertaking this were disadvantaged. The decisive factor for selecting students for ECDL was their attitude to learning, attendance and motivation.</p> <p>During the summer term there will be subject days for targeted groups led by Pet-Xi, there will also be a maths day for students on the professional day following the Easter break.</p>	

	<p>Mrs Brading continues to support and motivate pupil premium students improving outcomes for students. Recently, Mrs Brading has carried out a forensic analysis, students have been interviewed and results have been entered onto the school tracker.</p> <p>It is intended that this level of support will be rolled out to all other year groups' not just year 11.</p> <p>All students have been encouraged to download the Pixl apps for maths, English and science.</p> <p>In order to continue to make improvements, visits have been made to Hinchingsbrooke for gathering ideas; Hinchingsbrooke will also visit St Ivo.</p> <p>On 17 March 2017 Dr Craig and Mrs Brading will be attending a meeting to discuss further improvements that can be made to motivate students and teach them study skills techniques.</p>	
<p><b>7.0</b></p>	<p><b>Core Group Meeting Update</b></p>	
<p><b>7.1</b></p>	<p>The Core Group meeting discussed the implications of MAT creation compared with a standalone academy and consideration as to which direction St Ivo School should move in. A decision is required regarding which steps St Ivo are to take next.</p> <p>Mr Glanville advised that there have been two meetings involving Mr Stavrou, Mr Potter, Mr Woodall, Mr Speer, Mr Griffin, Mr Newton and Mr Glanville. Miss Morrison and Dr Craig also in attendance representing SLT.</p> <p>There are only three other secondary schools in this area that are not part of a MAT.</p> <p>Mr Glanville advised that there is pressure from the Department for Education for standalone academies not to exist. At present, the DFE cannot impose requirements on St Ivo to be part of a MAT as we possess a 'good' Ofsted rating; if this was to slip, this circumstance could change.</p> <p>School improvement should be the number one priority in forming a MAT. Concerns have been raised regarding the protection of financial reserves that St Ivo School has due to the way in which the school has managed its finances historically. Mr Newton advised that the reserve dates back to 2011 when the school became an academy; this was kept as a reserve for future financial pressures (approximately 150k per year). There had also been a dip in admissions in previous years due to demographics.</p> <p>Mr Glanville presented five options to the governing board via Powerpoint, outlining the pros and cons of each option (attached to the minutes).</p> <p>Current options available to St Ivo were discussed. Mr Griffin spoke of the possible sponsorship available to St Ivo and the opportunities available to both St Ivo and Hinchingsbrooke. Mr Griffin advised that he has been attending exploratory meetings every week this month with Hinchingsbrooke and the sponsors, discussing what is available to both schools and students in this possible venture. The sponsor has contacts with the House of Lords, Chief Executives, Cambridge University, Brown University and Microsoft. For schools and students to have networking opportunities like this would allow for creativity and development in a rapidly changing job market.</p>	



	<p>Both schools would have parity in the even a MAT was created; it would not be a takeover and any reserves would be ring fenced. Mr Griffin advised that this may be the only chance the school has to engage in a wide range of opportunities available. The sponsor is only available if a MAT is formed; this is not a financial sponsorship but a sense of well being and fulfillment. Mr Glanville advised that a detailed financial plan would be needed.</p> <p>Mr Newstead advised that this potential opportunity is exciting for pupils and there are clear benefits for all.</p> <p>Mr Woodall added that it would be beneficial to meet with Brian Message and listen to his ideas and what he can do to enhance the experiences of students and staff.</p> <p><b>Proposal:</b> <i>St Ivo should continue to explore the creation of a MAT and an extraordinary meeting to take place with Brian Message.</i></p> <p><b>Decision:</b> <i>All governors were in favour of talks to continue for exploring MAT options available.</i></p>	<p>Mr Griffin/Mr Glanville</p>
<p>8.0</p>	<p><b>Reports from Committee Chairs</b></p>	
<p>8.1</p>	<p><b>Curriculum and Standards – Mr Stavrou</b></p> <ul style="list-style-type: none"> <li>• The progress of Year 11 has been discussed together with data available.</li> <li>• Assessment policy was reviewed. The committee agreed to a new assessment model for Key Stage 3.</li> </ul>	
<p>8.2</p>	<p><b>Finance – Mr Glanville in the absence of Mr Speer</b></p> <ul style="list-style-type: none"> <li>• Budget report was discussed- no significant changes.</li> <li>• Fencing project finance on track.</li> <li>• Uniform – discussion of remaining stock and cost implications.</li> <li>• Tender for auditors – three quotes have been received, lowest quote was from current auditors.</li> </ul>	
<p>8.3</p>	<p><b>Personnel – Mr Newton</b></p> <ul style="list-style-type: none"> <li>• General staffing updates.</li> <li>• NQT Policy -Mr Wilson discussed NQTs and responsibilities surrounding induction and monitoring. Committee accepted new policy.</li> <li>• Disciplinary Policy Relating to Misconduct for All Employees has replaced Staff Disciplinary Procedures – Head &amp; Staff Disciplinary Procedures –Not Head. This has merged the two policies.</li> <li>• Allegations of Abuse against Staff (Renewal) – has been accepted and agreed by the Committee.</li> </ul> <p><b>Mr Smith enquired as to whether the School has a good track record with NQTs.</b> Mr Griffin advised that it does.</p>	

8.4	<p><b>Premises – Mr Newstead</b></p> <ul style="list-style-type: none"> <li>• Accessibility Plan – some good work has been completed surrounding the accessibility plan.</li> <li>• Eco fit – ongoing final proposals. A separate meeting will take place to discuss this.</li> <li>• Safeguarding project – fencing around the school and gates is completed with activation of the gates to take place shortly.</li> <li>• Challenge to right of way by neighbour and management of the gates is ongoing.</li> </ul>	
8.5	<p><b>Student Welfare and Community Engagement</b></p> <ul style="list-style-type: none"> <li>• PCSO – Rachel Martin attended to discuss concerns regarding drugs within the St Ives area as this is a problem generally. Suggestion that this should be communicated to parents via letter including contact details if they are concerned and wish to discuss this further.</li> <li>• Exclusions were discussed. Impact on parents discussed where internal punishments have required students to have staggered starting and finish times (10-4). This was not well received by parents.</li> <li>• Attendance – high level absence after Christmas. Award schemes to be implemented for excellent attendance – PIN badges and discount on prom ticket for Year 11 students.</li> <li>• Community Worship Policy accepted.</li> </ul>	
9.0	<p><b>Any Other Business</b></p>	
9.1	<p>Mr Newton advised that 305 first preference applications had been made for St Ivo School for next year’s Year 7 intake.</p>	
10.0	<p><b>Date of Next Meeting</b></p>	
10.1	<p><b>Wednesday 3 May 2017, 14:00, Aquarius Suite, One Leisure</b></p>	
	<p><b>The meeting closed at 18:45 hours</b></p>	



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	<b>Action /Decision</b>	<b>By Who</b>	<b>By When</b>	<b>Date Completed</b>
1.0	Mr Speer to document in non legal language all information regarding leases for the dual use of the leisure Centre and outdoor centre for ease of reference and accessibility for the future. This will be completed once finalised with the Land Registry.	Mr Speer	3 May 2017	
2.0	Mrs Newell to amend this and re-circulate minutes.	Mrs Newell	2 March 2017	2 March 2017
3.0	Vision and mission statements to be composed in the New Year with Mrs Lynn, Dr Craig and Mr Griffin.	Mrs Lynn, Dr Craig and Mr Griffin	Ongoing	
4.0	Engagement of an assigned solicitor for the school once terms are agreed.	Finance Committee	Update March 2017	
5.0	Mrs Newell to find out what voting methods other schools use.	Mrs Newell	3 May 2017	5 April 2017
6.0	Mrs Newell to contact candidate and obtain permission/consent for details to be shared with SISA.	Mrs Newell	3 May 2017	