



**MINUTES OF FULL GOVERNING BOARD MEETING
WEDNESDAY 12 DECEMBER 2018, 14:00
N1, N BLOCK, ST IVO SCHOOL**

Present:

Judith Barnes	Adrian Smith
Carol Darnell	Elaine Warriner
Charles Glanville	Duncan Woodall
Sam Griffin	
Claire Lynn	
Mark Newstead	
Frank Newton	
Martin McMahon	

Non-Governors Present:

Ingrid Morrison
Mike Craig
Emillie Newell
(Minutes)

Apologies:

Julie Bloor
Dan Coulson
Jon Read
Richard Potter
Philip Speer

In Attendance:

Agnes Chiano - Director of Finance and Business Operations
Stuart Manning - MacIntyre Hudson Auditors

	Discussion and Actions Agreed	By Whom
1.0	Apologies and consent to absence	
1.1	Apologies received from Mrs Bloor, Community Governor, Mr Coulson, Staff Governor, Mr Read, Parent Governor, Mr Potter, Parent Governor, Mr Speer, Community Governor. Governors consented to these absences.	
2.0	Declarations of Interest	
2.1	None.	
3.0	Minutes of last meeting and matters arising	
3.1	Minutes of meeting agreed. Matters arising to be covered throughout set agenda for this meeting.	
4.0	In Attendance – Mr Stuart Manning – MacIntyre Hudson Auditors	

<p>4.1</p>	<p>Mr Newstead welcomed Mrs Chiano and Mr Manning to the meeting.</p> <p>Mr Manning referred to the Management Letter and explained that this highlights risks in key areas and areas for improvement. Accounts evidence that funds are spent in accordance with government guidelines, comparisons on spending are drawn from previous years and other academies. Following approval by the governing board, the accounts will be submitted to the Department for Education. Mr Manning concluded that it was a nice neat audit with a healthy set of accounts.</p> <p>All governors present were in favour of the accounts. The accounts were signed by Mr Newstead, Chair of Governors and Mr Griffin as Accounting Officer.</p>	
<p>5.0</p>	<p>Chair's Update</p>	
<p>5.1</p>	<p>Due Diligence – Mr Newstead referred to the Astrea timetable circulated to the governing board prior to this meeting. The board acknowledged that this timetable to not highlight work governors have also carried out. Mr Newstead advised that Astrea are driving the due diligence process as it is for their trustees to determine whether they are happy for St Ivo to join Astrea taking into consideration the risks and financial implications associated with this.</p> <p>In mid January the Astrea board will meet to confirm whether they want to proceed after this date, St Ivo will hold an extra full governing board meeting within a few days of Astrea's meeting before any further work is undertaken in relation to TUPE or land transfers and legal agreements.</p> <p>Mr Newstead requested board members to contact either him or Mr Griffin with any queries relating to due diligence and these will be raised with Astrea. Clarification will be sought in relation to the top slice; the current reserve will remain with St Ivo on a time limited basis.</p> <p>Mr Newton advised that it would be useful for the governing board to have sight of some of the due diligence reports compiled by Astrea as this will support and educate St Ivo governors. Mr Griffin advised that he will liaise with Mr Gibbs, Project Manager for Astrea and request a summary of Astrea's due diligence report.</p>	

	<p>Mr Newton also added that there are three stages to this process: -</p> <ol style="list-style-type: none"> 1. Due diligence in relation to all staff matters. 2. A final decision of the full governing board to join Astrea’s multi-academy trust. 3. Signing of final documents by Chair and Vice Chair. <p>Mr Newton questioned whether staff (after TUPE) will be expected to go to other schools as and when required? Mr Griffin advised that portability clauses are not included in Astrea’s employment contracts, unless an individual has a specific role and they accept that they are required to go elsewhere.</p> <p>Mr Glanville would like clarification in relation to all financial aspects.</p> <p>Mr Woodall referred to LECC membership and whether consideration would be given by Astrea to increase member numbers. Mr Griffin advised that the maximum number is twelve and at present the board provides two too many non staff governors. A selection process will take place week commencing 7 January 2019 with Mr Thurogood-Hyde, Head of Governance and Legal Services (Astrea), Mr Newstead and Mr Griffin.</p>	
<p>6.0</p>	<p>Bullying - document produced by Mr Griffin, circulated to the board prior to the meeting</p>	
<p>6.1</p>	<p>Mr Newstead advised that this item would discuss strategic level issues, ensuring that policies and procedures are functioning and not individual cases.</p> <p>Mr Griffin informed the board that following issues raised on social media he could not find any evidence to suggest that incidents involving students were more severe now than at any other point in the school’s history or compared with any other school; the perception of a minority of parents is that the school does not deal with such events. The school will reflect on practices and if necessary will implement new systems. Mr Griffin advised that incidents described by parents on social media do not fit the legal definition of bullying “<i>repeated over time</i>”, they mostly consist of sudden flare ups and therefore not sustained over a period of time. Mr Smith questioned whether the ‘flare ups’ are captured. Mr Griffin advised that he expects the pastoral leadership group to have a level of knowledge of students following conversations with their year groups and identifying patterns using their professional judgement.</p> <p>Mr Daly, Head of Year 9 and Director of the House System will lead a review of behaviour and a safety review.</p>	

	<p>Mrs Darnell questioned as to how bullying is reported. Mr Griffin advised that behaviour events are recorded on Go4Schools, this prompts immediate responses from staff, in response to these, where necessary, students are given a 'safe place'. For consistency, a new standardised form for reporting incidents has been adopted and distributed to staff – this is to be completed by students initially to raise their concern/report the incident.</p> <p>Mr Newton referred to the paper circulated for this item and commented that it was a very useful document that should be taken forward and fully recommended the strategies outlined. Mrs Barnes supported this view.</p> <p>Mr Smith made reference to the fact that at present there is a lack of data and transparency; when questions are raised it is not possible to establish whether there is or is not an issue within the school. Parents/carers are frustrated by the processes currently in place and feel that they are too easily dismissed.</p> <p>Dr McMahon suggested that reporting should be a standing item on the Staff and Student committee agenda.</p> <p>Mr Newstead proposed that the action plan devised by Mr Griffin should be implemented.</p> <p>All governors were in favour.</p>	
<p>6.2</p>	<p>In view of the comments made on social media and subsequent newspaper article, Mr Griffin advised that he has contacted Astrea legal team for advice regarding the action school can take when parents/carers naming staff and students on social media. A communication will be sent to all parents and carers before the end of term in response to the recent activity on social media and in the press. The board discussed the contents of the newspaper article and were made aware that little current information was reported, the article mostly referred to historic one off events.</p> <p>Mr Griffin thanked Mr Smith for taking the time to contact the Editor of the newspaper to express disappointment that the article was published as it contained mostly comments taken from social media.</p>	

7.0	Headteacher's Report	
7.1	<p>Mr Griffin advised that following the news regarding Mr Seekings' health, the past few weeks have been emotionally draining for staff and older students. Mr Newstead on behalf of the governing board expressed deepest sympathies and thoughts with Mr Seekings' family.</p> <p>(Mrs Barnes left the meeting at 15:40).</p> <p>Mr Griffin discussed current staffing challenges and long term absences in the maths and science departments; priority is being given to year 11 and sixth form classes in these subjects. Mr Griffin informed the board of a number of complaints received from parents regarding their children's education particularly in science; unfortunately, Astrea are unable to provide support to alleviate this at present as they are not fully established enough in the Cambridgeshire area to facilitate this. A new physics teacher will be joining the school in January 2019.</p> <p>Mr Woodall requested that the board be made aware that Mrs Bloor has been made Chair of the Curriculum and Standards Committee.</p> <p>Mrs Lynn asked that the use of social media, context of posts and the audience is given careful consideration.</p> <p>Mr Smith congratulated Mr Griffin for the successful implementation of the mobile phone policy in September 2018.</p>	
7.2	<p>Pupil Premium/Disadvantaged Pupils</p> <p>Dr Craig advised that over the past six weeks there had not been any significant developments in this area.</p> <p>Mrs Brading, Pupil Premium Administrator is now working on a 0.2 FTE fixed term contract until 31 December 2018. Student support services will be undergoing a re-structure with Mrs Foster, Alternative Provision Co-ordinator taking the lead on this.</p> <p>There will be fluid arrangements in place for a number of staff to have access to the pupil premium tracker and mentoring disadvantaged students will continue.</p>	

	<p>Interaction with parents and the use of the GCSE pod has been promoted ahead of the year 11 GCSE mocks. Support has also been accepted from a retired teacher of maths in addition to input from a PhD tutor and graduate from Newnham College. Dr Craig spoke of the positive experience of working closely with Astrea in relation to pupil premium and advised that that this has provided an opportunity for St Ivo to see how other schools are 'closing the gap'.</p> <p>Mr Woodall took this opportunity to thank Dr Craig for working with Blue Smile and a local sponsor and in particular for the invitation to the January 2019 professional day.</p>	
8.0	Reports from Committee Chairs	
8.1	Minutes of committee meetings had been circulated to the board.	
9.0	Policy Review – ICT Policy	
9.1	<p>Amendment to 5.0 required regarding mobile phones.</p> <p>All governors in favour of extending the ICT Policy.</p>	
10.0	Any other business – of sufficient urgency and importance to be discussed and to be discussed and agreed with the Chair prior to the meeting.	
10.1	None.	
10.0	<p>Date of next meeting – 27 February 2019 15:30, venue to be confirmed.</p>	
	Meeting closed at 15:50 hours	