



**MINUTES OF FULL GOVERNING BOARD MEETING
WEDNESDAY 13 DECEMBER 2017, 13:00
AQUARIUS SUITE, ONE LEISURE**

Present:

Judith Barnes	Richard Potter (left at 3.00p.m.)
Carol Darnell	Philip Speer
Sam Griffin	Jon Read
Mark Newstead	Adrian Smith
Frank Newton	Jim Stavrou
Martin McMahon	Anthony Ward

Non-Governors Present:

Mike Craig
(arrived at 2.15 p.m.)
Ingrid Morrison
(arrived at 2.15p.m.)
Emillie Newell
(Minutes)

Apologies:

Dan Coulson

In Attendance:

Caroline Marshall, Teacher of Science, Georgia Carr, Bethan Scott and Lucy Raby (Sixth Form students) Left at 1.40 p.m.

Clare Sherwood, Director of Key Stage 4, Scott Bamber, Head of Year 11, left at 2.00pm.

Claire Lynn – invited by Chair, Parent Governor, Term of office expired left the meeting at 3.10 p.m.

Agnes Chiano- Director of Resources and Business Operations – left the meeting at 3.15 p.m.

Stuart Manning – MacIntyre Hudson, Auditor left at 3.15 p.m.

	Discussion and Actions Agreed	By Whom
1.0	Apologies and consent to absence	
	Apologies received from Dan Coulson, Staff Governor. Governors consented to this absence. John Andrews – absent.	
2.0	Declarations of Interest	
	None.	

3.0	Minutes of last meeting	
	Minutes of meeting agreed subject to slight amendments.	Mrs Newell
4.0	Matters arising from minutes	
	To be covered throughout set agenda for this meeting.	
	<p>In Attendance:</p> <p>Miss Marshall, Teacher of Science presented the winners of the science poster competition to the governing board.</p> <p>The students explained the area of science presented in their science posters. All girls were congratulated for their success by the governing board.</p>	
	<p>In Attendance: Ms Sherwood and Mr Bamber</p> <p>Presenting: <i>“Raising achievement and progress standards with current Year 11”</i></p> <p>Documentation circulated to governors prior to the meeting. Ms Sherwood explained that the new #alloverit initiative is a supportive programme to assist Year 10 and 11 students to prepare for and perform well in exams. Students and parents are granted access through ‘Schoolology’ to all information relating to revision techniques and exam timetables. Students are in control of their own learning and revision; form tutors will provide sessions regarding revision techniques and assemblies will concentrate on raising awareness of the relationship of diet with performance in exams.</p> <p>Mr Bamber advised two hour workshops delivered by ‘<i>Learning Performance</i>’ have taken place with different groups of students focusing on practical ways to manage issues they face, whether they are high achievers, low achievers, anxious, motivated/unmotivated but able or mixed ability. Feedback from students has been very positive; they have found the sessions to be very beneficial and all students engaged with the presenters.</p> <p>Both Ms Sherwood and Mr Bamber have met with all Heads of Departments. The aim is to ensure all departments are supporting Year 11s as a unit through sharing information relating to high and low achievers, sharing techniques and good practice across all subjects.</p> <p>Pixl Independence is used across all subjects as a strategy to assist students in becoming independent learners. Students have access to a password protected student website where they can then use question and answer booklets, students are able to mark their own work and see where they need to make improvements and where they can find the information. Twenty three pupil premium students have used this and have spoke positively about how useful this is. Mrs Brading continues to support all pupil premium/disadvantaged students and ensures that they have received all learning resources available to them as well as weekly study sessions available to students at lunchtimes.</p>	

Self motivation of students is a key factor in addition to the content of material during lessons. Mr Griffin advised that form tutors are to be given more of a role in supporting students to equip them with the skills they need. With the release from school funds, Mr Griffin advised that he intends to use this to remove Ms Sherwood from many timetabled commitments to meet drive forward this intervention.

Mr Speer praised Ms Sherwood and Mr Bamber for their efforts and suggested that the initiatives should be rolled out to the rest of the school as real differences will be seen if interventions start during years 7 and 8. Ms Sherwood advised that Pixl edge will be developed in lower school, once trialled with key stage 4 and discussions at length have taken place between Ms Sherwood and the Director of Key Stage 3 for similar supportive mechanisms to be utilised, these could even to extend further to Key Stage 5.

Challenge: Dr McMahon questioned whether there is an underlying need to train staff to deliver workshops?

Mr Bamber advised that the advantage of the workshops is that that they are not fronted by members of staff, they do not have teaching backgrounds and therefore are neutral to St Ivo, students are more keen to engage. Presenters deliver messages to students that are consistent with those of teaching staff.

Challenge: Dr McMahon stated that year 11 tutors should be academic tutors.

Mr Griffin advised that Ms Sherwood, Mr Bamber and Dr Craig are considering the best way in which to approach a radical change regarding the role of a form tutor.

Challenge: Mr Woodall questioned whether it is possible to find out which individual teachers meet or exceed targets?

Mr Griffin advised that this is reviewed.

Challenge: Mrs Barnes questioned whether all disadvantaged/pupil premium students are mentored in year 11?

Mr Bamber advised that not all, as some students do not engage. In order to overcome this additional two/three mentors are required, ideally non-teachers who are motivated and obtain job satisfaction from seeing students engaging and getting results.

Ms Sherwood and Mr Bamber left the meeting at 2.00p.m.

Mr Stavrou spoke of the use of form time in particular for students to register with teachers of English, Maths on Science on certain days. Mr Potter stated that it is beneficial to have examiners in each department who are aware of the assessment criteria to support students; Mr Woodall added that this is very advantageous as staff would then be aware of what the examiners are looking for.

Mr Newstead advised that Mr Griffin should re-visit the support plans in place the current year 11s and re-present to the full governing board

5.0	<p>Approval of accounts for Year 2016-2017</p>	
	<p>Mr Manning, in attendance, presented the accounts for year 2016 – 2017 and gave an overview of the areas within the accounts.</p> <p>Mr Speer thanked Mrs Chiano and the Finance Team for their efforts for the satisfactory findings of audit. Mr Speer proposed the governing board agree to the accounts.</p> <p>Decision: All governors agreed to the accounts.</p> <p>Action: Mrs Chiano to submit the accounts to the Education Funding Agency.</p>	
6.0	<p>Chair's Update</p>	
6.1	<p>Skills Audit</p> <p>Mr Newstead reported that the recent skills audit for governors highlighted areas of weakness in Human Resources, procurement, governance, external review, curriculum and KPI monitoring. Knowledge of property management scored very low. As a board this represents areas of learning and development and skills required for future recruitment. This also feeds into the governance review in 6.2.</p>	
6.2	<p>Governance Review</p> <p>Mr Newstead discussed governance review paper circulated prior to the meeting proposing a review of governance and size of governing board. In view of discussions regarding joining a MAT, governors discussed the timing of the proposal and agreed that it was not appropriate, however, the meeting did agree to a review of the current committee structure.</p> <p>Mr Newstead proposed the creation of a small working group to review the structure and possible reduction of the number of committees. The group will consist of Committee Chairs, Mr Ward, Mr Woodall, Dr McMahon and will consider the efficiency of having five committees and the ad hoc strategy group. Mr Griffin advised that having weekly committee meetings is not always an effective or efficient use of both staff and governor time.</p> <p>Decision: Working group to review current committee structure and report to full governors.</p> <p>Action: Schedule of meetings to be created.</p> <p>At present there are two parent governor vacancies and one community governor vacancy. The recruitment of one parent governor is currently underway, the ballot closes on 19 December 2017.</p> <p>Mr Woodall proposed that Mr Glanville is appointed as Community Governor, this will allow the governing board to retain his expertise and knowledge of St Ivo School having been the previous Chair of Governors. Mr Glanville has agreed to the nomination.</p> <p>Decision: Mr Glanville appointed a Community Governor following a vote by the governing board.</p>	<p>Mr Newstead</p>

6.3	<p>MAT Update</p> <p>Mr Newstead discussed ‘Multi Academy Trust Brief’ circulated prior to the meeting. The strategy group has met since the last meeting of the full governing board to discuss a way forward following the creation of a MAT between Hinchingsbrooke and Cromwell Primary. Hinchingsbrooke/St Ivo governance structures previously discussed with Hinchingsbrooke are no longer a possibility with the ACES MAT application receiving approval from the Department for Education. St Ivo must now set out a single criteria against which all proposals to join a MAT can be considered.</p> <p>The strategy group agreed that only schools within a twenty five mile radius should be approached including Hinchingsbrooke. It has been suggested that the Regional Schools Commissioner should be approached to gather a list of MATs that are possibly open to the idea another school joining them. To create a shortlist of possible schools, a list of questions will be presented to a school, the answers to which will assist the strategy group making a decision as to whether they meet the criteria set by St Ivo. From this exercise it is intended that one or two organisations will emerge for St Ivo to have a more detailed discussion with.</p> <p>Mr Smith suggested that a communication is circulated to parents. Mr Speer agreed that parents should be informed before the end of term that the governing board is considering the options of joining a MAT in the best interests of the school whether this be Hinchingsbrooke or elsewhere.</p> <p><i>Decision: The governing board were in agreement with the brief presented by Mr Newstead. Mr Newstead proposed the formation of a core group, this will consist of the strategy group and other governors with an interest in this. Mr Smith, Mrs Darnell, Dr McMahan, Mr Read, Mr Ward. Mr Woodall suggested that Mr Glanville would also want to be part of this group.</i></p> <p><i>Dr McMahan requested a schedule of meetings be created to plan.</i></p> <p><i>Action: Communication to parents.</i> <i>Action: Mr Newstead to create schedule of meetings.</i></p>	Mr Newstead/ Mr Griffin
7.0	School Improvement Plan	
7.1	Headteacher’s Report	
	<p>Headteacher’s report circulated to governors prior to meeting.</p> <p>Mr Griffin advised the board of the significant bereavement suffered by the school with the untimely loss of Mr Jones, Film and Media Teacher. Students and staff have been provided with opportunities to receive support and counselling and this will be ongoing. The school will organise an appropriate memorial at some point in the future.</p> <p>The school currently are seeking a supply Media teacher to cover the exam groups that Mr Jones taught.</p> <p>Dr McMahan sought clarification in relation to outcomes for students and the tracking points for year 11s, Mr Griffin advised that the predictions in spring 2017 were close the actual results in the Summer, however the target setting for the school is not where it should. Mr Stavrou has agreed to provide guidance on this matter.</p>	

	<p>Mr Griffin acknowledged that most departments grasp the concept of 'progress' for students whilst others are more concerned with attainment, this is to be addressed through line management and accountability.</p> <p>To conclude Mr Newstead stated that there is a need for a cultural change within the school and he is keen to see the plans currently under consideration in action.</p>	
7.2	Pupil Premium	
	<p>Dr Craig advised that during the course of the term there has been an increased use of data for pupil premium students to identify those students needing interventions, this has been addressed via support from Mrs Brading. A recent skills audit of sixty nine students took place with Pet-Xi, this was to determine whether certain students were capable of undertaking 'The Learning Machine' award and Microsoft Office Suite.</p> <p>A self evaluation of pupil premium students has also taken place. Students considering themselves as weak in terms of revision skills and lacking confidence in their ability to pass exams will receive support from Ms Sherwood, Mr Bamber and Mrs Brading. Revision guides, workbooks and apps will also be made available for these students. For support with Maths, the online 'Maths watch' resource has been purchased. There have been positive reviews about 'Maths watch' helping to raise achievement and help close the gap. The school is also looking at the purchase of the GCSE Pod to assist online learning of all GCSE students including pupil premium.</p> <p>Looking ahead to the new academic year, all current year 6s identified as pupil premium students will be interviewed in June 2018 to help prepare support for them and their transition into year 7 and ongoing support under pupil premium.</p> <p>An interesting meeting took place earlier this month with a local business owner who is keen to sponsor a 'breakfast club' for disadvantaged students. There is also a possible opportunity for the sponsor to work closely with the design and technology department.</p> <p>Challenge: <i>Dr McMahon questioned as to how many disadvantaged pupils are high achievers?</i></p> <p>Action: <i>Dr Craig is to ascertain the number.</i></p>	Dr Craig
8.0	Reports from Committee Chairs	
	<p>All minutes of all committee meetings distributed to all governing board members.</p> <p>Mr Newstead advised that this item would provide an opportunity for exception reporting.</p> <p>Further to the Student Welfare and Community Engagement meeting on 27 November 2017, the governing board was advised that First Aid kits have been purchased to accompany staff at all fixtures.</p>	

9.0	Any other business	
	None.	
10.0	Date of next meeting	
10.1	Wednesday 28 February 2018, 2.00p.m, Aquarius Suite, One Leisure	
	Meeting closed at 5.00 p.m.	

I certify that the minutes are a true and accurate reflection of the meeting held on 13 December 2017.

Signed.....

Chair of Governors

Date.....