

**MINUTES OF FULL GOVERNING BODY MEETING  
THURSDAY 20<sup>th</sup> OCTOBER 2016, 15:30  
AQUARIUS SUITE, ONE LEISURE, ST IVES**

**Present:**

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

**Non-Governors Present:**

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

**Apologies:**

<b>John Andrews</b>	<b>Richard Potter</b>
<b>Dan Coulson</b>	<b>Philip Speer</b>
<b>Carol Darnell</b>	<b>Jim Stavrou</b>

	<b>Discussion and Actions Agreed</b>	<b>By Whom</b>
<b>1.0</b>	<b>Election of Chair</b>	
<b>1.1</b>	<p>First Full Governing Body meeting of the Academic year opened by Mr Griffin with the election of the Chair of Governors. Nominations were previously received from Mrs Barnes for Mr. Glanville as Chair; this was seconded by Mr Newton. No other nominations were put forward, a show of hands by those present supported Mr Glanville to be re-elected as Chair for the year ahead.</p> <p><b>Decision: Mr Glanville elected as Chair of Governors.</b></p> <p>With a Chair in place, election of Vice Chair undertaken. Nomination previously received from Mr Newton for Mr Speer to be Vice Chair. Mr Speer was aware of this nomination; seven were in favour of Mr Speer as Vice Chair for the year ahead.</p> <p><b>Decision: Mr Speer elected as Vice Chair.</b></p>	
<b>2.0</b>	<b>Apologies and Declarations of Interest</b>	
<b>2.1</b>	Apologies received as presented on page one.	
<b>2.2</b>	Declarations of Interest – none received.	

<b>3.0</b>	<b>Declarations of Interest (Pecuniary)</b>	
<b>3.1</b>	Pecuniary Interest Forms returned Mrs Newell. <b>Action: Update Register.</b>	<b>EN</b>
<b>4.0</b>	<b>Minutes of the last meeting and matters arising</b>	
<b>4.1</b>	Minutes of last meeting agreed.	
<b>4.2</b>	Matters arising <b>Update 9.0 – Personnel Committee</b> Mr Griffin provided an update regarding the member of staff currently suspended. This is now a safeguarding issue and is no longer a Police matter. The school will now undertake an internal investigation. Miss Morrison will lead this investigation which will commence after half term, it is expected that a conclusion is reached in November 2016.  <b>Action: Disciplinary and Appeal Panel (if necessary) to be made up of three individuals with no previous knowledge of this matter.</b>  <b>Advice: Mr Newton advised that initially members of the Personnel Committee can be utilised for the disciplinary panel before going outside of this for further hearings. This is per the Terms of Reference for the Personnel Committee.</b>	<b>TBC</b>
	<b>Update 9.0 – Premises</b>  Mr Newton advised that accessibility had not been discussed at the Premises Committee – Mr Glanville requested that this be added to the next Premises Committee meeting agenda.	<b>Clerk</b>
<b>5.0</b>	<b>Chair's Update</b>	
<b>5.1</b>	<b>Clerk to the Governors</b> Mr Glanville welcomed Mrs Newell as Clerk to the Governors.	
<b>5.2</b>	<b>Governor Vacancies</b> The closing date for all nominations/applications for the Parent Governor vacancy was today (Thursday 20 <sup>th</sup> October 2016 at 12:00). Mr Glanville expressed his disappointment with the lack of interest in this vacancy. Mr Griffin advised that there has only been one occasion in his previous school where an election was required; schools are very fortunate if an election is required each time there is a governor vacancy.  Mr Glanville advised after half term a Community Governor post will be advertised and recruited to. The advert will highlight that applications from individuals with financial skills or a local business owner are particularly welcomed.  A further parent Governor vacancy will be available after Christmas, as the term of office for Mr Stavrou expires in December. Mr Stavrou will self-nominate and the vacancy will be open to all.  Staff Governor –Mr Coulson was elected towards the end of the Summer term. Mr Coulson is the School Site Manager, therefore he will be a member of both the Premises and Student Welfare Committees as these fit in with his experiences and skills.	
<b>5.3</b>	<b>Dual Use of Leisure Centre and Outdoor Centre</b>  Mr Glanville advised that Mr Speer has spent a considerable amount of time drawing to a close the issues regarding leases and sub leases with the dual use of the leisure centre and outdoor centre. Mr Glanville would like to thank Mr Speer for all his efforts in this matter.  Mr Glanville added that this will not need addressing again until 2136 when the leases expire. In view of the complicated nature of these issues, Mr Newton advised that all the details surrounding this need documenting locally so that it is accessible for the future.	

	<p><b>Action: Premises Committee to document all information regarding leases for the dual use of the Leisure Centre and outdoor centre for ease of reference and accessibility for the future.</b></p>	Mr Speer
5.4	<p><b>Ofsted Inspection</b></p> <p>Mr Glanville thanked Mr Griffin and the Senior Leadership Team for their excellent efforts and input during the Ofsted inspection ensuring that a stressful experience ran smoothly; the fact that this was so effective was a credit to Mr Griffin. In addition to this Mr Glanville wanted to personally thank the six governors who put themselves forward and were involved in the meeting with Ofsted. Mr Glanville acknowledged that Mrs Barnes took part in a second meeting with Ofsted regarding Pupil Premium.</p>	
5.5	<p><b>St Ivo in the press</b></p> <p>Recently St Ivo have had positive news stories in the press with the girls football team and the success with University Challenge. In addition to this the school has also been recognised for the excellent work undertaken in Science and Geography; both departments have been awarded the Princes Teaching Institute Mark.</p> <p><b>Action: Invite representatives to discuss achievements at the beginning of the next Full Governors Meeting – 15<sup>th</sup> December 2016, 14:00.</b></p>	Mr Glanville /Clerk
5.7	<p><b>Termly Governors Briefing</b></p> <p>Mr Glanville and Mr Newton attended the termly update for governors. Mr Glanville urged governors to attend these sessions as they are worthwhile.</p> <p><b>Themes from Briefing</b></p> <ul style="list-style-type: none"> <li>• <b>Local Authority need to find 2,000 additional school places every year due to the growth of the student population</b></li> <li>• <b>83.6% of primary schools in Cambridgeshire are rated Good or Outstanding; nationally this is 90.1%. 60% of secondary schools in Cambridgeshire are rated Good or Outstanding (this will since have increased further); nationally this is 78.8%</b></li> <li>• <b>School Improvement Strategy programme is designed to support secondary schools to improve through local authority reviews</b></li> <li>• <b>Performance of Academies is also to be reviewed by LA.</b></li> <li>• <b>Local authority will provide support at varying levels depending on how much support is needed</b></li> <li>• <b>Key stage 1 – Cambridgeshire performance in Reading and Maths is 1% point below the national level and 2% point below in Writing and all three combined.</b></li> <li>• <b>Key Stage 2 – Cambridgeshire performance in Reading is in line with the national level but 3% point below in both Writing and in Maths; in all three subjects combined this is 1% below.</b></li> </ul> <p>Cambridgeshire Local Authority Schools are in the bottom ten nationally for meeting thresholds. Peterborough Schools are not included as part of the Cambridgeshire figure.</p> <p>In view of the Key Stage 1 and 2 performance, Mr Glanville advised that those pupils entering secondary school in the future could prove to be a challenge for St Ivo; reaching out to Primary Schools now by forming strategic partnerships is essential and may assist in reducing some of the challenges.</p> <p>Discussion took place regarding low achievements, particularly level of funding received, however, there are secondary schools with better outcomes even though they have low level funding. Mr Griffin advised that during a recent SAIB meeting, Andrew Cook, Regional Director of Ofsted has acknowledged that there is an improving picture with secondary schools.</p>	

	<p>Reference is no longer to be made to 'closing the gap'; going forward, there is to be a focus on disadvantaged high achieving students. The fairer funding initiative has been delayed until at least 2018.</p> <p><b>Mr Smith queried whether a temporary buffer had been provided for this financial year in view of the withdrawal of the Fairer Funding. Mr Griffin advised that there is a commitment to continue funding at the same rate, there will be no reduction and therefore no impact at present.</b></p> <p>On the 12<sup>th</sup> September 2016, the consultation for 'Schools that work for everyone' was launched; this will close in December 2016 (link available on Department for Education website). The paper considers the role of universities and independent schools in supporting state schools, free schools with faith selection and new selective schools.</p> <p><b>Mr Smith enquired as to whether this information has gone out to parents? Mr Griffin advised that information has not been circulated to parents; the school can raise awareness of the consultation but parents must form their own opinions.</b></p>	
5.8	<p><b>Ouse Valley Partnership – Governors Meeting (Presentation available in meeting papers)</b></p> <p>Mr Glanville expressed his disappointment at the under representation of St Ivo governors at the meeting with Hinchingsbrooke on 27<sup>th</sup> September 2016.</p> <p>Hinchingsbrooke are very engaged with the Strategic Partnership. There is a huge difference between the governing bodies of both schools however, there are opportunities to collaborate in the following areas: -</p> <ul style="list-style-type: none"> <li>• Training opportunities.</li> <li>• Closer links between Clerks.</li> <li>• Attendance/observation at different meetings.</li> <li>• How initiatives work.</li> <li>• Governor/SLT link meetings.</li> <li>• How each board could help each other?</li> <li>• Availability of independent person when needed.</li> </ul> <p>Moving forward, this plan can be discussed at the next Steering Group meeting, consideration can also be given to the frequency of collaboration.</p> <p><b>Mrs Lynn enquired as to whether there has been any progress with the appointment of a new parent governor. Mr Glanville advised that the closing date for nominations was today (20<sup>th</sup> October 2016 at 12:00 noon).</b></p>	
6.0	<p><b>Headteacher's Report (circulated with meeting papers)</b></p>	
6.1	<p><b>Ofsted Report</b></p> <p>This report has identified areas of concern:-</p> <ul style="list-style-type: none"> <li>• Increase level of challenge for all students, including Sixth Form.</li> <li>• Clarifying the assessment system.</li> </ul> <p>Analysis of the impact of planned interventions, in particular for disadvantaged students.</p> <p>Action plans will be further developed to address these concerns this year.</p> <p>The local community received the Ofsted report very well. There is a sense that the school is normalizing after a period of difficulty and transition.</p>	

6.2	<p><b>Ouse Valley Partnership (action plan circulated with meeting papers)</b></p> <p>A clear formal action plan has been developed; this is an exciting document that identifies areas that both SLTs have said needs work on. The aim is to assist in furthering achievement in both schools. The plan also highlights areas where efficiencies can be made – Mrs Chiano, Finance Director, St Ivo and Dr Riddick, Finance Director, Hinchingsbrooke, have both met to discuss these.</p>	
6.3	<p><b>Non MAT</b></p> <p>Cromwell Village College in Chatteris was the only other non MAT school present at the SAIB meeting. This school had ‘required improvement’ but is now ‘good’ in all areas. Informal conversations have taken place, arrangements have been made for Mr Griffin to visit the school after half term, Mrs Horn, Headteacher, will visit St Ivo in November.</p>	
6.4	<p><b>Primary Schools in St Ives</b></p> <p>Following the SLT/Governors Summit meeting, Mr Griffin met with the Heads of local primary schools to discuss the future of local schools. Primary Heads are accepting the fact that there is a need for change and initially when the suggestion of partnership working with St Ivo was first broached (last year) this was met with some resistance and seen as a potential threat. There is a slight resistance now to develop a formal partnership although there is a willingness to consider what can be done for the future of schooling in St Ives. St Ivo will be hosting meetings where Heads and Chairs will be planning for local primary and secondary education. An update of this plan will be discussed at the December 2016 Full Governing Body meeting.</p>	
6.5	<p><b>Linton Village College</b></p> <p>Internal reviews are undertaken by secondary schools in the Cambridgeshire area to support with external validation. Recently, Mr Murphy, Head of Modern Foreign Languages and Dr Craig have visited Linton Village College to review the Communication Faculty. This is not an inspection or a monitoring visit; it is simply a way of an external visitor reviewing and making suggestions where necessary.</p> <p>Mr Griffin advised that this is an exceptionally useful way of learning from other schools and building relationships elsewhere.</p>	
6.6	<p><b>Teaching and Learning Groups</b></p> <p>The work of the Teaching and Learning group within the school has been developed by Mr Wilson, Assistant Head and CPD Co-ordinator, concentrating on reviewing specific areas within the school. Further scrutiny will take place next term through MAF. Assessment systems within the school are to be reviewed and brought in line with the New 9-1 grading system for GCSE; this will be rolled out across all subjects. English Key Stage 3 are trialing this system.</p>	
6.7	<p><b>Keeping in Touch Days</b></p> <p>The Local Authority is keen to undertake an inspection of St Ivo School; whilst this could be of benefit for St Ivo, in view of only recently having an Ofsted inspection, Mr Griffin informed the meeting that such a visit would have no value at this time. Arrangements for such an inspection can be made for the end of the academic year or at the beginning of the next; Mr Griffin is aware that other schools who have had such an inspection have benefitted from it.</p>	
6.8	<p><b>Staff Changes</b></p> <p>Five newly qualified Teachers have joined the school this year and some existing Teachers from within the school have been put into new roles. This is all working well. Unfortunately one newly recruited Teacher for Design and Technology (started 1<sup>st</sup> September 2016) has handed in their notice in order to pursue a different career. This post has been recruited to following interviews this week. The successful candidate is in Canada and will be returning to the UK with his family after Christmas. Mrs Barnes was involved in the interview process via Skype.</p>	

<p>6.9</p>	<p><b>Behaviour and Welfare</b></p> <p><b>Uniform</b>  A formal consultation will take place regarding changes to the school uniform. There is a general consensus that the current uniform is “scruffy”. There is evidence to suggest that changing the uniform can change the tone of the school, this has been seen with the change in uniform at Hinchbrooke.</p> <p>SLT will work on key questions during November to form part of a survey to parents, staff and students. Results will be considered in December and proposals for change will be made in January. Changes to uniform will be shared with students and parents in February/March.</p> <p><b>Student Behaviour</b>  One Year 10 student has been removed and now has an alternative college place; another student has had their dual registration with St Ivo School ended.</p> <p>Mr Griffin is to attend a meeting at Hinchbrooke on 21<sup>st</sup> October 2016 where seven local Headteachers meet the team that run the Cambridgeshire and Fens’s alternative provision (TBAP). There is the potential to make Cambridgeshire an out of London showcase using schools in the St Neots, St Ives and Huntingdon areas.</p> <p>Reflection Room attendance is in keeping with previous years but changes in behaviour for those frequently attending is not apparent. There is a link between the lack of change to recreational drug use and the attitude towards drugs within the St Ives community has changed. There is work in progress at the moment involving the Police, Social Care and Locality Team to take a structured approach to this issue.</p> <p>Dr Craig and Miss Morrison undertake bag/individual searches where there is some anecdotal evidence of minor drug use.</p> <p><b>Action: Meeting to be arranged including Mrs Sloan, Inclusion Manager and DPCP to agree on what can be collectively done to address issues within drug use and impact this has on behaviour in school.</b></p> <p><b>Attendance</b>  There has been a fluctuation in attendance, particularly with the Year 11 group and with those students who receive free school meals. There have also been issues with attendance for Sixth Form students; this is going to be addressed by SLT after proposals are put forward by Mrs Perry, Head of Sixth Form.</p> <p><b>Exams Results</b>  There has been a significant number of exam papers remarked this year – one hundred and eighteen papers; this figure may be higher as some parents may have paid for re-marks. There have been forty six grade changes. For one A Level student their initial BBC grades were uplifted to ABB after re-marking.</p> <p><b>Discussion took place regarding the quality of the initial marking of work. Mr Woodall advised that a number of experienced examiners retired at the end of the last academic year due to the changes with the introduction of new specifications and a lack of knowledge of these having not taught the new content of courses.</b></p> <p>A - level results were broadly in line with previous years, this had been a weaker year group, the number of A* and A grades were lower but were consistent with what had been forecast. The results allowed all students intending to go to University obtain a place.</p> <p>There is one Year 14 student who has returned to school to improve their grades. AS levels results were sporadic.</p> <p>GCSE performance was well above the national average with English and Maths at 70%; there has been a year on year improvement seen.</p>	
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	<p><b>Attainment 8 – Progress 8</b></p> <p>The Attainment 8 figure has consistently been 5.1, which is equivalent to a low C grade. With the new GCSE grading of 9-1 a low C will equate to 4 and 5 will be a high C. If the current level of performance is maintained, St Ivo will sit below 5 which is a cause of concern for the future.</p> <p>The Progress 8 score is -0.13 for St Ivo, the national average is -0.03. This negative progress score is of great concern to Mr Griffin as it should sit at 0. Progress will therefore be monitored closely; Mr Griffin accepts that there will be significant challenges ahead. The Year 11 group will be observed with SLT attending lessons. A Raising Attainment Plan is to be devised to identify the key actions needed across the school. Mr Griffin advised that the current performance of the school is a bigger challenge than getting out of the 'requires improvement' rating. Everyone within the school is to be involved in improving performance.</p> <p><b><i>Dr McMahon thanked Mr Griffin for a great report and for the exam results data distributed prior to this meeting.</i></b></p> <p><b><i>Mr Smith queried whether it is appropriate to wait for all the exam remarks to be received before performing a deep data analysis?</i></b></p> <p>Mr Griffin advised that an internal investigation will be conducted following the conclusion of all Exam Results meetings with Heads of Department. Subjects where re-marks remain outstanding will be discussed in the two weeks after half term.</p> <p>Discussion took place regarding Science and how results in this area can often be confusing. AS level results can also fluctuate as students do not know which subjects they want to take; the meeting acknowledged that there is an ongoing national debate as there is no clear picture for AS levels. Miss Morrison advised that traditionally, higher performing students can undertake four A levels and it is expected that students do study three A levels.</p> <p><b><i>Mrs Lynn stated that students should be expected to have a certain level of independent learning in Years 7, 8 and 9 rather than introducing it in Years 10 and 11 when it is a shock to students and often too late.</i></b></p> <p>Mr Griffin was thanked by all for his comprehensive report which was honest and held value.</p>	
6.0 a	<b>Pupil Premium</b>	
6.1a	<p>Dr Craig informed the meeting that a reflective evaluation of the Pupil Premium system has been undertaken. Initiatives put in place were to pave the way for closing the gap for disadvantaged students. A tracker was devised and bespoke support implemented and an Administrator mentor (Mrs Brading,) provides 1:1 Pupil Premium support; teaching materials were also supplied for students. There had initially been a gap of -30% for students achieving 5 GCSE's at A*-C.</p> <p>The gap has now closed –27.9%. Dr Craig advised that everyone involved in this are pleased with the result as it is moving in the right direction, however, there is no complacency and there is an awareness that not everything is perfect with the system.</p> <p>Ofsted require that improvements for disadvantaged students is quantified in data, however, Dr Craig explained to the meeting that this is difficult to do as certain interventions cannot be represented by data, for example pastoral care or providing transport.</p> <p>After half term, the Pupil Premium tracker will be integrated into Go 4 Schools with the intention of recording interventions; this will reflect in the live progress figure; this will be of particular interest for the current Year 11 group. Mrs Brading will be identifying students who have issues in terms of progress.</p>	

	<p>Mrs Barnes monitors this area and routinely asks challenging questions to ensure that there is no slippage. The cost of this is monitored closely; Mrs Brading inputs all costs into cost centres; the most significant cost is for the use of taxis which are provided after Period 6 booster sessions. In order to reduce this outgoing, consideration after half term will be given to using the school minibus rather than taxis. In order to close the gap this year with English, Maths and Science, current Pupil Premium Year 11's will be receiving revision guides for free.</p> <p>56% of Pupil Premium students from last year's Year 11 have been retained with entry into the St Ivo Sixth Form which is a massive improvement. Dr Craig advised that Mrs Brading maintains a file of evidence of the impact the work that Pupil Premium has had on students' lives; this includes letter and cards of thanks for turning student's lives around. In order to raise awareness on what the school is doing as a whole for Pupil Premium, Mr Cook and Mrs Barratt will be carrying out research relating to Sutton Trust strategies and deciding on which methods are more effective than others. Departments will hold meetings and all information will be collated to present what the school is doing as a whole for Pupil Premium.</p> <p>Acknowledgement given to the change in terminology and removal of the term 'closing the gap' at a national level – this is now 'high achieving disadvantaged'. Dr Craig advised that this will be adapted at check points.</p>	
<b>7.0</b>	<b>Admissions Criteria Review (papers circulated for this item before meeting)</b>	
<b>7.1</b>	<p>Mr Griffin advised that he has been approached by a group of staff who live outside of the catchment area requesting a review of the oversubscription criteria for St Ivo, to admit children of members of staff to join St Ivo. Mr Griffin requested that the Full Governing Body give consideration to changing the oversubscription criteria.</p> <p>Mrs Barnes advised that this does have an impact on the quality of life of staff and makes good sense. Dr Craig added that this could improve staff well being which is often raised at the Personnel Committee.</p> <p><i>Mrs Barnes left the meeting at 17:17 hours.</i></p> <p>Mr Woodall – suggested this could be introduced with a caveat that staff have been employed at the school for two years, such a move could contribute to retaining of staff.</p> <p>Mr Newton advised that it is the discretion of the Governing Body or Headteacher to exceed the PAN in certain circumstances for any year group. This does not have to be built into the number criteria.</p> <p><b>Decision: All Governors present were in favour, and fully support a review of the Admissions Criteria to include children of staff. Mr Glanville stated that there is an agreement in principle subject to wording and involvement of County Admissions.</b></p> <p><b>Action: A formal proposal to be put forward.</b></p>	<b>Mr Glanville/ Mr Griffin</b>
<b>8.0</b>	<b>Headteacher's Performance Management</b>	
<b>8.1</b>	<p>The Panel to review Headteacher's Performance will be supported by Robin Gildersleeve. Three Governors are required to sit on this panel, at present there are only two available- Mr Speer (Vice Chair) and Mr Newton. Mr Glanville advised that the Vice Chair has liaised with Mrs Darnell, who is happy to take on this role. Proposal: Mrs Darnell to be appointed as the third panel member. Everyone present was in favour.</p> <p><b>Decision: Mrs Darnell is the third panel member of the Headteacher's Performance Management Review.</b></p> <p><b>Mr Woodall and Mrs Lynn are reserves in case of absence.</b></p>	



	<b>Mr Woodall recommends that everyone has an opportunity to shadow this panel, it allows a great insight into something that individuals do not often get to see.</b>	
<b>9.0</b>	<b>Reports from Committee Chair</b>	
<b>9.1</b>	<p><b>Curriculum and Standards – Mr Glanville reporting on behalf of Mr Stavrou</b></p> <p><b>Summary of Exam results 2016 (unvalidated)</b></p> <p>Mr Davies, Assistant Headteacher, has fully reported to this committee the Year 11 and 13 results. The GAAG is being updated to reflect these results.</p> <p>The unvalidated Progress 8 figure is -0.13 which is lower than expected (although many school have received a figure lower than expected). Some re-remarks were still coming in at the time of the meeting. Mr Davies will provide a full update on current Year 11 at the next meeting.</p> <p><b>Key Stage 3 Assessment</b> A review is going to take place with new KS3 assessment model: Ivo levels. By January we will be able to look at one or two models chosen by SLT.</p> <p><b>Start of Term: Year 7 and 12</b> Report on number of pupils starting in each year, and the space from out of catchment.</p> <p><b>Agreed Policies</b> Examinations Policy and Controlled Assessment/Coursework Policy.</p> <p><b>Strategic Planning Day</b> Draft minutes will be released. There was a brief but positive discussion on the Stlvo/Hinchingbrooke Governor evening.</p>	
<b>9.2</b>	<p><b>Finance – Mr Glanville reporting on behalf of Mr Speer</b></p> <p>Finance Committee have given consideration to the cost of educational trips. Staff costs have been built into trips to re-coop 50% of actual cost. A proposal has been put forward to increase staff costs from £60 to £90 per member of staff. Family discounts of 20% will be offered where a criteria is met. Reductions of 20% will be limited to one trip per student per key stage in Category C. Dr Craig will continue to analyse change in costs and will report on any key changes.</p> <p>Mr Glanville acknowledged the detailed work that had been carried out in this area and requested an update at the end of the academic year.</p> <p>Discussion took place regarding the educational value of school trips.</p> <p><b>Action: <i>Dr Craig to be informed of any aspects that governors would like addressing; consideration can be given to these issues in an informed way.</i></b></p> <p><b>Financial Audit</b> Draft audit report will be available at the next Finance committee for discussion and approval.</p> <p>Management report is to be updated to include final GCSE and A-Level figures as well as the Ofsted report.</p> <p>Further to the Responsible Officers Report – the Premises Team are now required to request an official order form to be completed for any work that is required.</p> <p><b>ACL</b> Mr Griffin advised the meeting of the history behind the re-charging of ACL. The school had previously made a conscious decision to subsidise ACL from its own budget and pass on reduced charges to ACL. There is now a high demand for ACL and this is generating a surplus; ACL will be approached to discuss an increase in their charge.</p>	

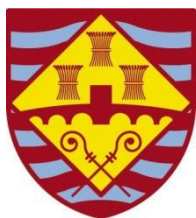
<p>9.3</p>	<p><b>Personnel Committee – Mr Newton</b></p> <p>The progress of two members of staff has been monitored; improvements have been made. During the new appraisal cycles if similar issues emerge the matters will be addressed again.</p> <p>Flexible Working Policy - This has been considered by the Personnel Committee and there are a number of amendments required. Mr Newton is awaiting the final draft. The Clerk advised that this is with Miss Edwards, HR Manager.</p> <p>Recruitment and Selection Policy - This has been amended and adopted.</p> <p>Teachers Pay Award – St Ivo School have agreed to follow the national pay increase of 1%.</p>	
<p>9.4</p>	<p><b>Premises Committee – Mr Newstead</b></p> <p>The first Premises Committee meeting of the academic year commenced with a tour of the school. Improvements can be seen around the school where toilets have been painted and carpets replaced. Parents have also be involved with improvements by spending time over the summer decorating and tidying up the school.</p> <p>The main agenda item for Premises is the Eco Refit, details of this in the form of a spreadsheet were tabled at the meeting. Improvements would see the installation of LED lighting, solar panels and an upgrade to the boiler; this would all improve the energy efficiency of the school and payback after fifteen years.</p> <p>A small working group is visit to Hinchbrooke planned for the 2<sup>nd</sup> November 2016 to review the work undertaken there; suggestions/ideas taken from this visit will be discussed at the Premises Committee on the 7<sup>th</sup> November 2016 and later discussed at the Full Governing body meeting on 15<sup>th</sup> December 2016.</p> <p>Discussion took place regarding the County Council and Bouygues Re:Fit proposal; Mr Speer to have sight of the agreement of this for consideration from a legal perspective. Energy management and conservation falls under the remit of the Terms of Reference for the Premises Committee. All governors present agreed to go ahead with the proposal, to commit to the work but not the cost. This plan will be revisited on 7<sup>th</sup> November 2016 during Premises Committee meeting.</p> <p>Mr Woodall thanked Mr Newstead for Chairing the Premises Committee on the 12<sup>th</sup> September 2016.</p> <p><b>Safeguarding Work</b> Work to safeguard the school through the installation of fences and gates continues and is under budget. Mr Glanville advised for information only that there had been a challenge to this work taking place claiming that it would hinder the private right of way that our neighbours benefit from.</p> <p><b>Action: Accessibility and DDA is to be discussed at the next Premises meeting on 7<sup>th</sup> November 2016.</b></p>	<p>Clerk</p>
<p>9.5</p>	<p><b>Student Welfare and Community Engagement Committee – Mrs Lynn</b></p> <p><b>Young Carers</b> Mrs Lynn advised that Mrs Sloan, Inclusion Manager and DPCP had attended this Committee meeting to discuss Young Carers and the availability of Centre 33 providing a range of services for young carers in Cambridgeshire. An update regarding this service will be provided in the summer.</p> <p><b>Accessibility</b> Issues remain with the lack of accessibility within the school for students, staff and visitors with disabilities. This issue is to be referred back to the Premises Committee – 3-5 year improvement plan to be devised.</p>	

	<p>Attendance and SEN Policies – Both policies reviewed, amended and agreed on by all.</p> <p>Arrangements to be made for a PCSO to attend a Parents Information Evening regarding drugs.</p> <p>School has exceeded the attendance target this year of 95.3% at 95.5%.</p> <p>Staggering of lunchtimes for the different year groups has been introduced – the dining hall is less busy and much calmer.</p> <p>There has been an increase in mobile phone use – this is being managed as per the Mobile Phone Policy.</p> <p>Reminders are issued to students who are wearing inappropriate uniform.</p>	
<b>10.0</b>	<b>Governors/SLT Summit</b>	
<b>10.1</b>	<p>The Governor/SLT Summit/Strategy Planning day held on 21<sup>st</sup> September 2016 proved to be very beneficial. Mr Glanville advised that decisions were not made on the day, but the comprehensive notes and actions indicate that there is lots of work to do. Moving forward Mr Glanville is happy to receive comments.</p> <p>Mr Smith advised that the day was very worthwhile; ambitions and comments should be shared; it is important to keep the momentum going in this area.</p> <p>Mr Newton stated that as St Ives grows there will be pressures at individual schools, therefore St Ivo will need to actively consider where the school is going, in particular, should it extend or stand still? The threat of grammar schools returning should not be forgotten.</p> <p><b>Action: Strategy group to meet and pull outcomes together. Meeting to be arranged. Next discussion at Full Governing Body meeting – 15<sup>th</sup> December 2016.</b></p>	<b>Clerk</b>
<b>11.0</b>	<b>Committee Membership/SLT Links – papers circulated prior to meeting</b>	
<b>11.1</b>	<p>Up to date versions shared with Governing Body.</p> <p><b>Action: Mr Glanville and Mr Griffin to meet after half term to agree on which committees the new Parent Governor will join.</b></p> <p>SLT Links – Mr Griffin advised that slight changes have been made to this. Mrs Lynn is now linked with Mr Varey.</p>	
<b>11.2</b>	<p><b>Changes to Committee Membership</b></p> <p>Mr Woodall advised that he would like to sit on the Curriculum and Standards Committee.</p> <p><b>Action: Written requests to change Committee to be sent to the Clerk as soon as possible.</b></p>	<b>As appropriate</b>
<b>12.0</b>	<b>Governance Improvement Plan</b>	
<b>12.1</b>	<p>Mr Glanville welcomed any comments on the Governance Improvement Plan. Mr Smith suggested that the actions from the strategy planning day should be included.</p> <p>Further consideration to be given to integrating the School Development Plan and Governance Improvement Plan.</p>	

<b>13.0</b>	<b>Any Other Business</b>	
<b>13.1</b>	<b>Terms of Reference</b> Mrs Lynn enquiring as to whether other committees have reviewed the Terms of Reference?  <i><b>Action: Terms of Reference to be reviewed at the next individual Committee meetings.</b></i>	<b>Each Committee</b>
<b>13.2</b>	<b>Dr McMahon queried whether there would be a repeat of the data training.</b>  <i><b>Action: Once validated data has been received training will be carried out using the actual figures.</b></i>	<b>To be arranged</b>
<b>13.3</b>	<b>Girls' Under 14 Football</b> Miss Trigg has accompanied the Girls' Under 14 football team to the British Isles Championships today; early reports are that the girls' team is beating Wales, 8-0.	
<b>13.4</b>	Thank you card from Mrs Jest, previous PA to Headteacher and Clerk to the Governors read out to the meeting, thanking all for their gifts and lovely messages.	
<b>The meeting closed at 18:25 hours</b>		
<b>Date of next meeting 15<sup>th</sup> December 2016 14:00, Aquarius Suite, One Leisure</b>		



	<b>Action /Decision</b>	<b>By Who</b>	<b>By When</b>	<b>Date Completed</b>
1.0	Update Declaration of Pecuniary Interest Register	Finance Manager	30/11/2016	TBC
2.0	Premises Committee to document all information regarding leases for the dual use of the leisure Centre and outdoor centre for ease of reference and accessibility for the future.	Mr Speer	15/12/2016	
3.0	Invite representatives to discuss achievements at the beginning of the next Full Governors Meeting – 15 <sup>th</sup> December 2016, 14:00.	Mr Glanville and Mrs Newell	15/11/2016	01/12/2016
4.0	Meeting to be arranged including Mrs Sloan, Inclusion Manager and DPCP to agree on what can be collectively done to address issues within drug use and impact this has on behaviour in school.	Mrs Lynn, Mr Varey, Miss Sherwood	ASAP	
5.0	Decision: All Governors present were in favour, and fully support a review of the Admissions Criteria to include children of staff. Mr Glanville stated that there is an agreement in principle subject to wording and involvement of County Admissions.  <i>Action: A formal proposal to be put forward.</i>	Mr Glanville and Mr Griffin	ASAP	



	<b>Action /Decision</b>	<b>By Who</b>	<b>By When</b>	<b>Date Completed</b>
6.0	<p><b>Decision:</b> Mrs Darnell is the third panel member of the Headteacher's Performance Management Review.</p> <p>Mr Woodall and Mrs Lynn are reserves in case of absence.</p>	ALL PRESENT	N/A	20/10/2016
7.0	<p><b>Action:</b> Dr Craig to be informed of any aspects that governors would like addressing in relation to school trips; consideration can be given to these issues in an informed way.</p>	ALL GOVERNORS	15/10/2016	
8.0	<p><b>Action:</b> Accessibility and DDA is to be discussed at the next Premises meeting on 7<sup>th</sup> November 2016.</p>	Clerk	W/C 31/10/2016	03/11/2016
9.0	<p><b>Action:</b> Strategy group to meet and pull outcomes together. Meeting to be arranged. Next discussion at Full Governing Body meeting – 15<sup>th</sup> December 2016.</p>	Clerk	W/C 07/11/2016	01/12/2016
10.0	<p><b>Action:</b> Mr Glanville and Mr Griffin to meet after half term to agree on which committees the new Parent Governor will join.</p>	Clerk/Mr Glanville/ Mr Griffin	To be arranged W/C 07/11/2016	22/11/2016



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	<b>Action /Decision</b>	<b>By Who</b>	<b>By When</b>	<b>Date Completed</b>
<b>11.0</b>	<b>Action: Written requests to change Committee to be sent to the Clerk.</b>	<b>Any Governor wanting to change Committee</b>	<b>ASAP</b>	<b>Nothing received. Change of Chair accommodated via Election of Chair process.</b>
<b>12.0</b>	<b>Action: Terms of Reference to be reviewed at the next individual Committee meetings.</b>	<b>ALL COMMITTEES</b>	<b>COMMITTEE MEETINGS</b>	<b>05/12/2016</b>
<b>13.0</b>	<b>Action: Once validated data has been received training will be carried out using the actual figures.</b>	<b>TBC</b>	<b>TBC</b>	