



**MINUTES OF FULL GOVERNING BOARD MEETING
WEDNESDAY 21 JUNE 2017, 15:30
AQUARIUS SUITE, ONE LEISURE, ST IVES**

Present:

Carol Darnell	Jon Read
Charles Glanville	Adrian Smith
Claire Lynn	Jim Stavrou
Martin McMahon	Anthony Ward
Mark Newstead	Duncan Woodall
Frank Newton	
Philip Speer	

Non-Governors Present:

Mike Craig
Ingrid Morrison
Emillie Newell
(Minutes)

Apologies:

John Andrews
Judith Barnes
Dan Coulson
Sam Griffin
Richard Potter

In Attendance:

Bev Curtis Hinchingsbrooke School, Vice Chair
John Brown Hinchingsbrooke School, Governor

	Discussion and Actions Agreed	By Whom
1.0	Apologies/Consent to absence	
1.1	Apologies received as above.	

1.2	<p>All governors consented to these absences.</p> <p>Mr Smith wanted to convey his best wishes to Mr Griffin and enquired as to whether there are any ramifications to his absence and if it is likely to happen again?</p> <p>Mr Glanville advised it was not possible to answer the question at this time. He had no information to indicate that it would, however there can be no guarantee.</p>	
2.0	Declarations of interest	
2.1	None.	
3.0	Minutes of last meeting and matters arising	
3.1	<p>Amendments required to the following:</p> <ul style="list-style-type: none"> • Mr Speer missing from present list. • Mr McMahon to be referred to as Dr McMahon. • Correction to item 10.5, last bullet point should read: <i>Mr Smith suggested that the Governing Body should thank SISA for the work they have undertaken.</i> <p>Minutes of last meeting agreed.</p>	Mrs Newell
3.2	<p>Matters arising</p> <p>Matters arising relate to MAT, this will be covered in the Chair's update.</p>	
4.0	Chair's Update	
4.1	<p>OVP Meeting – 24 May 2017</p> <p>Mr Glanville informed the governing board of the OVP steering group meeting held 24 May 2017; this was a very positive meeting for both schools and significant progress has been made against the objectives. There is a culture developing and an increased trend in wanting to find out what the other school is doing, the discussion on the 24 May 2017 then discussed MAT formation. It was intended that another OVP meeting would take place in July to review objectives with Robin Gildersleeve; however, due to Robin's availability this will now take place at the beginning of the academic year.</p>	
4.2	<p>MAT</p> <p>During the OVP meeting there was a general feeling that all governors need to take a more active role in steering MAT discussions. Regular meetings have been taking place on Tuesday afternoons at Hinchingsbrooke between Mr Goulding, the potential sponsor, Mrs Chiano and Mr Riddick. In Mr Griffin's absence, Mr Glanville has taken a lead on MAT discussions as it was considered that Mr Glanville had more of an overview in comparison to Dr Craig and Miss Morrison.</p> <p>Mr Glanville attended the Hinchingsbrooke governors meeting on 8 June 2017 before the St Ivo meeting taking place on 13 June 2017. The documentation circulated to St Ivo governors to consider prior to the meeting on 13 June 2017 was deemed to be inadequate by the St Ivo governing board and not well received. The potential sponsor has reported to Mr Glanville that the meeting on 13 June 2017 was very stimulating and he now has a number of issues to consider.</p>	

	<p>He is now aware of the need to include more detail in any documentation as well as being more inclusive of governors when generating documents. It was agreed that governors in both schools should have sight and ownership of the documents.</p> <p>On 20 June 2017, Mr Glanville again met with Mr Goulding and the potential sponsor where discussion centred on the documents circulated and feedback from both meetings. It has been agreed that the documents will be re-constructed with a specific requirement to outline how the creation of a MAT will impact on the education of students. The financial aspect will be worked on again before being presented to the full governing board. Two groups will be required to meet to further discuss finances and structure and the other will consider missions, values and ethos. In addition to this, there has also been an agreement that time and effort is needed in considering communications to stakeholders.</p> <p><i>Challenge: Dr McMahon questioned whether the discussions regarding the formation of a MAT are impacting on other matters that the governing body should be addressing?</i></p> <p>Mr Glanville advised that the governing board has consistently agreed to working in partnership with other schools, the formation of a MAT is a logical extension and formal arrangement of this if the structure and constitution is correct. Mr Glanville clarified that a sponsor of a MAT does not provide any financial benefit; it is essential that the governing board has the knowledge and understanding of what a sponsor can bring.</p> <p><i>Challenge: Dr McMahon stated that an agreement to forming a MAT can only be reached by a balanced view from both sides; the documentation that had previously been presented to the governing boards lacked description and methodology. Mr Smith stated that there was nothing enticing in the documents with Mrs Lynn adding that there was no proposition from the sponsor or his wife.</i></p> <p>Mr Glanville advised that the sponsor is going to work on the presentation to governors and will address the issues raised and will provide more information. The governing board is keen to learn of the reasons for creating a MAT along with the benefits of what the sponsor can bring to the school. Mr Speer advised that the structure can be created by the governing board with the sponsor simply bringing new ideas – the sponsor offers new ideas, they do not have control.</p> <p>The meeting discussed that background as to how the sponsor was introduced to a local secondary school in that the sponsor approached the Department of Education, liaising with the Regional Schools Commissioner who suggested the sponsor visit Hinchbrooke and another school in Luton. The sponsor was very interested in working with Cambridgeshire schools. The governing board discussed their concerns in relation to creating a MAT and agreed that any decision would be made at a full governors meeting and not in small groups.</p>	
5.0	Deputy Headteacher’s Report	
5.1	<p>Dr Craig presented the Deputy Headteacher’s report – (document circulated to all).</p> <p>Staffing and Recruitment</p> <p>The end of this term will see the departure of sixteen teaching staff; staff are leaving due to promotions and re-locations. All posts have been recruited to.</p>	

Two secondments to SLT have been advertised, with interviews taking place later this week, this is part of an initiative for the school to grow future leaders at middle and senior levels. Secondments are for director of the House System and for improving teaching and learning; high quality candidates have applied.

A number of flexible working requests from support staff have been received and with the departure of the HR Manager earlier this year this will provide an opportunity to re-structure this area within the school.

Uniform

There has been a focus this term on the implementation of the new uniform for September 2017. Parents have been made aware of the details regarding ordering the new uniform and deliveries. A £10 discount will be given to each child this year with further discounts available to families in hardship; pupil premium students have been targeted for this. There are a very small number of parents who continue to be unhappy regarding the new uniform; most other issues have been resolved with parents now having the option to purchase grey trousers from alternative suppliers, details of which have been circulated to parents.

To date, trying on sessions have been held for year 7, 8 and 9, students have been measured so that their uniforms can be ordered. Dr Craig spoke highly of the Finance Team and thanked Mrs Attersall (Finance Manager) and Mrs Scruton (Finance Assistant) for all the hours and hard work they have put into these events.

Students have been very positive regarding the new uniform, particularly the girls and the style of the skirt. Year 6 parents have also given positive feedback and are pleased with the new smart look for September 2017.

Pixl Meetings

A number of senior and middle leaders have attended Pixl meetings with the aim of exchanging ideas with other schools, sharing best practice in the interests of furthering school improvement. Staff well-being will be a focus of the next meeting.

Teaching and Learning

Mr Davies, Assistant Headteacher, has worked on the new assessment system and all curriculum leaders have been briefed in relation to the implementation of the new model. The new model outlines the pathways to a GCSE target grade range - emerging, developing, securing, mastering and excelling.

Challenge: Dr McMahon advised that this had been discussed at the curriculum meeting; he would like to see a much simpler graphic as it is quite difficult to interpret the current one.

Dr Craig advised Dr McMahon to communicate this to Mr Davies.

Challenge: Mr Stavrou added that at the curriculum meeting, governors specifically requested that they had sight of the new pathways graphic before it was circulated to parents. Mr Stavrou stated that this did not happen and it was launched before governors saw it.

A page on Go 4 Schools will be developed for governors for the next academic year; this information can then be reviewed at any time.

Ten newly qualified teachers will join the school in September 2017, the Senior Leadership Team are mindful of this, with five of the new staff belonging to the science department to support this, a number of very experienced teachers have been appointed and they will have enhanced teaching and learning roles.

Challenge: Dr McMahon questioned whether the five NQTs in science would impact on Mr Wilson and his capacity to support NQTs in other subjects?

Dr Craig advised that this pressure will be alleviated with the appointment of a teaching and learning lead on Friday 23 June 2017. This will allow Mr Wilson to deal with the wider issues relating to newly qualified staff.

MAF Checkpoint

Staff will have a sample of their marking reviewed by their line manager; information taken from this is collated and then made available to external inspectors.

The timetable for the next academic year is to be finalised taking into account a re-structure of the Key Stage 3 groups, students will not be taught in the same groups for the majority of their lessons; science will be taught in ability sets. Other subjects will remain in mixed ability groupings but will be a mixture of students from the year group rather than in form tutor groupings.

Personal Development, Behaviour and Welfare

The utilisation of TBAP for the challenging group of year 9 students was beneficial with regards to changing attitudes and getting them ready for GCSE. On their return to school the impact was largely positive. Eleven students took part in the programme five of whom were disadvantaged.

A second reflection room will be created for the next academic year, the purpose of this is to manage internal exclusions and repeat offenders.

A system of restorative justice will be used for students to take responsibility for their actions. The behaviour policy is to be reviewed as this has currently been in place for three years. The school has evolved in this time and therefore there are areas within the policy that can be improved and updated in line with the new uniform and house system. Dr Craig explained that the partnership meetings with Hinchingsbrooke have highlighted that the change of uniform did have an impact on behaviour within Hinchingsbrooke and staff noted that students respected the uniform. It is therefore anticipated that this will be echoed at St Ivo.

Learning 4 Life

PHSE is offered to years 8 – 10. Mr Woodall commented that there is a need for PHSE in the Sixth Form curriculum; this can help address the challenges and issues that students face today that previous generations have not.

The outcomes for students will ensure that they are well supported above and beyond the preparation for exams.

Dr McMahon commented that the work completed and extra sessions offered by the school to GCSE and A Level students has been fantastic.

Dr Craig informed the governing board of the topic review days that had been provided by Pet-Xi together with additional maths for students on the professional day in April. During the May half term, one day was dedicated to English revision. The ECDL offered to disadvantaged pupils was a success. The possibility of a further group of students sitting this had been discussed with Pet-Xi, however, it was a challenge trying to convince Year 11s to sit an additional exam.

To conclude, Dr Craig stated that a significant amount of planning and improvements had taken place during this term with the aim of consolidating the “good” rating, with new and exciting ideas and initiatives coming together in September.

Questions from Governing Board on Deputy Headteacher’s Report

Mr Stavrou questioned whether there are any teaching staff teachings outside of their specialist area?

Mr Ward advised that there are a few hours of teaching time out of subject area but no staff member does this whole time.

Mr Stavrou commented that the impact of Pet-Xi and ECDL for disadvantaged pupils should be reviewed, analysed and findings reported. In addition Mr Stavrou questioned as to what the expected results following these interventions were?

Dr Craig advised that firm predictions have been gathered, although it has proved challenging to put together realistic predictions for the new GCSE courses.

Challenge: Dr McMahon stated that the school improvement plan is not commented upon in the report.

Dr Craig advised that this will be addressed in September.

Challenge: Mrs Lynn questioned as to what was happening with regards to replacing the Head of Science?

Mr Ward advised that Dr Flower has been internally promoted and there is a current vacancy for a Head of Biology with a recruitment incentive to support the biology and Key Stage 3 vacancies within Science.

Challenge: In relation to school uniform Mr Smith raised the issue of discussions having taken place at the parent forum regarding availability of suppliers.

Mr Smith also commented on the need for governors to support the school in implementing the new uniform particularly where parents and students ignore the new requirements.

Dr Craig commented that the new uniform has been introduced very quickly as this fits in with the new direction of the school. In response to feedback from parents, Dr Craig advised that he has now sourced suitable trousers from a range of suppliers to support parent choice, however, there will be an insistence that all students comply with the new uniform, there will be firm rules in the new term and St Ivo want parents to be onboard with this.

	<p>Dr McMahon advised that the majority of parents were in favour of a change in uniform, with Mrs Lynn adding that those students not wearing the correct uniform will feel like the odds ones out.</p> <p>Challenge: Mrs Darnell questioned as to how the Year 11s will be policed in the event that they try and take parts of the new uniform and mix with the old uniform?</p> <p>Dr Craig advised that year 11s have been offered a chance to wear the new uniform or remain in the old one; a mixture by any individual will not be accepted. Parents have been asked if they can donate any old uniforms for the current year 11s.</p>	
6.0	<p>Pupil Premium</p> <p>Dr Craig advised that he and Mrs Barnes met on 22 May 2017 to consider whether the systems in place for disadvantaged students is having a positive impact; exit questionnaires assist in measuring and evaluating the impact.</p> <p>Dr Craig advised that he has been working with Mr Pinder of Hinchbrooke comparing the approaches of both schools using a framework for pupil premium as part of the Ouse Valley partnership. As there are a number of measures in place it is not possible to link improvement with one intervention in particular. A disadvantaged pupil tracker is utilised, all GCSE results in August will be collated and inputted into this – comparisons will be drawn between disadvantaged and non disadvantaged students. It is forecast that there will be an increase in point scores where pupil premium funding has been spent on interventions.</p>	
7.0	<p>Annual Child Protection Monitoring Report to Governors</p>	
7.1	<p>Safeguarding Policy discussed changes by County to be included concerning Child Sex exploitation and sexting.</p> <p>The governing board identified a number of areas in the policy that required updating. County to be advised of the need to have names and contact details included in the policy.</p> <p>Full governors will ratify the policy once amendments have been made.</p>	
7.2	<p>Child protection monitoring report to be discussed at next full governing board meeting due to the absence of Mr Potter.</p>	<p>Mrs Newell item for next FGB</p>
8.0	<p>Admissions Criteria</p>	
8.1	<p>Dr Craig advised that changes are to be made to the St Ivo School over-subscription criteria as applied by county admissions.</p> <p>It is proposed that the over-subscription criteria will be extended to staff employed at the school for a minimum period of two years.</p> <p>The governing board raised concerns in relation to the criteria applied for siblings in that currently this is not inclusive of Sixth Form. The meeting agreed that the any student joining St Ivo should see this as a Year 7 to 13 journey.</p> <p>Mr Newton proposed that they above changes be made to the criteria, Dr McMahon seconded this view – all eligible members were in favour.</p>	

	<i>Decision: Changes to be made to the over-subscription criteria as above and submitted to county Admissions.</i>	
9.0	Reports from Committee Chairs	
9.1	<p>Curriculum and Standards</p> <p>Mr Stavrou advised that in attendance at the last curriculum meeting was Mr Murphy, Head of Modern Foreign Languages. Mr Stavrou advised that having a curriculum lead at the meeting was very interesting, raising awareness of issues with the committee.</p> <p>It is intended that this will continue with Mr Seekings, Head of Maths will present at the next meeting in October 2017.</p> <p>Mr Smith commented that it would be valuable to have this at every meeting for each subject.</p> <p>The modern foreign languages team is in a good position and gave the committee a great insight.</p> <p>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>	
9.2	<p>Finance – Mr Speer</p> <p>Mr Speer advised that the committee had reviewed the budget for 2017 – 2018; the draft budget was approved by the committee and needed approval of all governors. The budget exceeded income by £203,116. This has not yet been analysed, however, discussion took place regarding the financial implications of alternative provisions, funding these placements as well as transport to and from the provision. The committee was made aware that together with local secondary schools a solution is currently being explored.</p> <p><i>Challenge: Mr Smith questioned as to why there was £203k overspend and questioned as to whether this was due to a conservative budget? Mr Smith added that there was a lack of transparency as to where this sum had been spent.</i></p> <p>The meeting discussed that 80% of the school budget is spent on staffing – incremental increases also result in increased NI and pension contributions. It was acknowledged that in most years the school has spent less than was budgeted for as well as the increasing financial pressure placed on schools. At present there is no indication of further development relating to the Fairer Funding Policy and therefore funding prospects are uncertain.</p> <p>Mrs Chiano has provided the finance committee with a dashboard, it is apparent that by 2021 the current reserve will be exhausted – it is therefore necessary to make this last longer. Mr Speer stated that he would not be comfortable in breaking down the budget into specific areas but over the past two years the reserve has been used in order not to make changes in staffing.</p>	

	<p>Mr Glanville advised that over the years expenses have been controlled and spending against the budget has always come in favourably as the school has had the reserves to allow for this.</p> <p>Dr McMahon stated that although there will not be a saving in the first year of the re-fit project, there will be savings in time.</p> <p>The reserves will be used for the benefit of the students within the school. Funding for schools is retrospective, so where one year there are less students admitted due to demographics, funding the following year reflects this decrease. The budget for next year includes the annual staff increase in salary.</p> <p>5.55 p.m. Mr Brown left the meeting.</p> <p><i>Decision: Mr Speer proposed that the budget for 2017- 2018 be adopted. Mr Newton seconded this. All eligible governors were in agreement.</i></p>	
<p>9.3</p>	<p>Personnel Committee – Mr Newton</p> <p>Mr Newton advised that the committee on 22 May 2017, discussed staff leaving and new staff. It was agreed that there was no underlying trend for those staff leaving.</p> <p>The committee reviewed policies and approved of the updates required.</p> <p>Mr Newton requested the full governing board to consider and if in agreement allow for the following to be in place during Mr Griffin’s absence in view of the job descriptions for both deputy headteacher’s not making any reference to acting up:</p> <p>Miss Morrison to be involved in any matters relating to staff discipline with Dr Craig assuming the role of Headteacher in any such matter. Dr Craig would not however be in a position to suspend or dismiss a member of staff without seeking the approval of governors.</p> <p>For staff appointments, Dr Craig is to assume the role of appointing staff following interview by signing appointment letters.</p> <p><i>Decision: Mr Woodall proposed that the interim arrangements were adopted; this was seconded by Mrs Darnell. All eligible governors were in favour.</i></p>	
<p>9.4</p>	<p>Premises – Mr Smith</p> <p>In the absence of Mr Newstead, Mr Smith advised the meeting that the committee toured the school. The committee discussed the installation of a lift as Mr Coulson had identified an area to the left of the stage – this would incur a cost of £15k and offers the most straight forward approach.</p> <p>The committee also discussed the re-configuration of the gates due to the ongoing challenge relating to the right of way.</p> <p>Premises committee requested finance committee to decide on any capital addition to the refit project of £20k.</p>	

<p>9.5</p>	<p>Student Welfare and Community Engagement – Mrs Lynn</p> <p>Mrs Lynn advised that the committee had discussed attendance and acknowledged that the figure was going in the right direction with a significant drop in absence figures.</p> <p>The meeting had agreed that there were difficulties surrounding attendance prior to the start of exams and students taking study leave before the official study leave period.</p> <p>The meeting had also considered the impact of social media and how Mrs Sloan educates students relating to staying safe online. Where the school takes photographs of students to use in material there is an assumed consent, parents can withdraw consent at any time.</p> <p>Mr Smith raised an issue regarding bullying within the school, this was discussed by the governors of that committee.</p>	
<p>10.0</p>	<p>Any Other Business</p>	
<p>10.1</p>	<p>Dr McMahon raised concern that the following remains outstanding:</p> <ul style="list-style-type: none"> • The summit actions from September 2016 have not been followed up. • Exit questionnaires Year 11s leaving St Ivo have not been issued. • The governance and school improvement plans have not been updated. • Succession planning is not discussed. <p>Miss Morrison advised that Mrs Perry has the information relating to the trends and reasons why students go on to study elsewhere. Mrs Lynn stated that it would be beneficial for questionnaires to go out in September when it is clear as to who has returned to St Ivo.</p>	
<p>10.2</p>	<p>Mr Smith advised all governors of the Art Exhibition taking place within school on 22 June 2017.</p>	
<p>11.0</p>	<p>Date of Next meeting</p> <p>Wednesday 1 November 2017 at 2.00 p.m. room to be confirmed.</p>	