



**MINUTES OF FULL GOVERNING BOARD MEETING
WEDNESDAY 27 JUNE 2018, 14:00
ROOM 2, MAIN BLOCK, ST IVO SCHOOL**

Present:

Judith Barnes	Philip Speer
Charles Glanville	Jon Read
Sam Griffin	Adrian Smith
Claire Lynn	Jim Stavrou
Mark Newstead	Anthony Ward
Frank Newton	
Martin McMahon	

Non-Governors Present:

Ingrid Morrison
Mike Craig
Emillie Newell
(Minutes)

Apologies:

Dan Coulson
Carol Darnell
Richard Potter
Elaine Warriner
Duncan Woodall

	Discussion and Actions Agreed	By Whom
1.0	Apologies and consent to absence	
	Apologies received from Mr Coulson, Staff Governor, Mrs Darnell, Community Governor, Mr Potter, Parent Governor, Mrs Warriner, Staff Governor and Mr Woodall, Community Governor. Governors consented to this absence.	
2.0	Declarations of Interest	
	None.	
3.0	Minutes of last meeting	
	Minutes of meeting agreed.	
4.0	Matters arising from minutes	
	To be covered throughout set agenda for this meeting.	

5.0	Chair's Update	
5.1	<p>MAT Update</p> <p>Since the last meeting of the governing board in May 2018, Mr Newstead and Mr Griffin have met with CEOs of each of the four shortlisted trusts. In addition to this a small group of governors visited a primary and secondary school belonging to two separate MATs. Mr Newstead advised the board that the visits were of great value, further information regarding these MAT visits will be made available in the final report to governors prior to the 18 July 2018. Two further visits are to take place; governors wanting to attend should contact Mrs Newell. There is also an opportunity to meet with Mr Message, Chair of Trustees, on 10 or 11 July 2018; the purpose of this meeting is for Mr Message to further discuss his role and what he can offer as a sponsor and how his thinking has developed over the past year.</p> <p>All shortlisted MATs have been requested to forward all written submissions prior to 18 July. Experiences from visits to each school will be circulated to the board as part of Mr Griffin's report; this will also be circulated to the board before 18 July 2018. Mr Newstead advised that there will be a tight timescale for each MAT presentation (thirty minutes). The written submissions should highlight their unique selling points. The governing board can ask questions and seek clarification where needed. Once all MATS have made their presentations, the governing board will discuss each MAT before making a final decision. Mr Newstead advised that a decision and feedback will be returned within one week; if necessary a meeting will be reconvened if a decision cannot be reached.</p>	
5.2	<p>Community Governor Vacancy Update</p> <p>Mr Newstead advised the board that he and Mr Griffin met with Mrs Bloor. Mrs Bloor would be asset to the governing board and due to her experience and knowledge surrounding MATs will be able to make valuable contributions on 18 July 2018.</p> <p>Mr Newstead proposed that Mrs Bloor is appointed as community governor and invited to the meeting on 18 July 2018.</p>	

	<p>Challenge: Mrs Lynn raised her concern regarding the process of such an appointment as Mrs Bloor had not been introduced to the rest of the governing board. Mrs Lynn suggested that Mrs Bloor should be at the next meeting of the full governing board in October 2018 rather than on 18 July 2018.</p> <p>Mr Griffin advised that Mrs Bloor works in a large trust, her contributions can add another dynamic on 18 July 2018.</p> <p>Challenge: Mr Glanville raised concerns regarding Mrs Bloor’s availability and capacity to take on this role. Mr Glanville also queried whether not being a governor precluded her from the process on 18 July 2018.</p> <p>Mr Speer advised that the board is able to co-opt an individual for a specific purpose and therefore Mrs Bloor can be invited as an advisor on 18 July 2018. Mr Smith also added that it is Mrs Bloor’s decision whether or not to take on the community governor role. Mr Read is aware that if Mrs Bloor is informed in advance of any meeting she is able to accommodate this; Mr Read also made reference to the amount of time that has already lapsed since first discussing this appointment.</p> <p>Mr Newstead proposed: -</p> <ol style="list-style-type: none"> 1. Mrs Bloor to be appointed as community governor. 2. Mrs Bloor to engage in an advisory role on 18 July 2018. <p>Mr Speer expressed his support to appoint Mrs Bloor as community governor on the basis that she attends on 18 July 2018. Eleven governors were in favour of the appointment of Mrs Bloor as Community Governor. Mrs Bloor to be invited to attend on the 18 July 2018.</p>	
6.0	Headteacher’s Report – circulated to the board prior to the meeting	
6.1	<p>End of year assembly</p> <p>Mr Griffin advised that the end of year assembly is to be replaced with house assemblies. Dr McMahon commented that this was a nice idea.</p>	

MAT process

Mr Griffin informed the board that an extraordinary staff meeting will be held on 4 July 2018 at 3.15 p.m. – the purpose of this meeting is to present all four shortlisted MATs to staff. Mr Griffin advised that there is a small number of staff with anxieties regarding the process; staff are mostly positive about the notion and the potential it has to improve the school further.

Mrs Barnes enquired as to whether governors can observe this staff meeting? Mr Griffin advised that governors will be represented by staff governors although all governors are welcome to attend.

Challenge: Mrs Lynn enquired as to why all governors had not visited the MATs as part of the process?

Mr Griffin advised that the Senior Leadership Team and staff governors must be trusted to make the right decision for the school. Dr Craig added that following conversations with staff there is a growing appreciation that being part of a MAT could bring St Ivo new opportunities to become a secure and exciting place.

Challenge: Mr Stavrou questioned as to how governors are perceived in this process?

Dr Craig advised he had not heard any reports of conversations between staff regarding the governing board. Regular communications are sent to staff regarding the MAT process; however, for most staff this is an area that does not form part of their daily working life.

Mrs Barnes referred to the financial impact of joining a MAT and the benefits going forward. Mr Griffin advised that the “top slice” varies from trust to trust. Mr Newstead added that whilst visiting one of the MAT schools it was evident that a centralised function is in place across the trust therefore providing a cheaper provision.

Challenge: Mrs Barnes enquired as to whether student numbers will increase once St Ivo join a MAT or will the PAN remain at 296?

Mr Griffin advised that there is no plan to increase the PAN upon MAT membership. The September 2018 year 7 intake exceeds the PAN at 310; the Sixth Form has availability for further admissions.

	<p>Mobile phones</p> <p>Mr Griffin informed the board that a review is currently in progress regarding the use of mobile phones by students between the start and the end of school.</p> <p>Summer leavers</p> <p>Mr Griffin informed the board of long service members of staff leaving this summer. The governing board expressed their thanks for long service to Mrs West, Teacher of Maths, Mrs Arrowsmith, Teacher of English and Mrs Zahner, Teacher of Classics and Modern Foreign Language; the board wished them all long and happy retirements.</p>	
6.2	<p>Pupil Premium</p> <p>Dr Craig reported on the last pupil premium meeting held with Mrs Barnes on 15 June 2018. The data analysis frustrates all those involved with supporting disadvantaged pupil and putting the necessary interventions in place particularly as the data does not reflect the efforts and resources implemented with a view to making improvements. The teacher predication for summer 2018 represents a slight improvement on 2017 results. One factor that will significantly improve the data is improved performance in English particularly as English is counted twice. Dr Craig and Ms Sherwood (Key Stage 4 Director) hold new line management meetings with EBacc leads collectively. All leads are required to have paper copies of data; intervention and strategies are then tailored according to the data.</p> <p>To improve outcomes this summer, year 11 have had access to online support for independent learning via GCSE pod; thirty three thousand pods have been downloaded by year 10 and 11 students and teachers. Five thousand downloads were for English alone.</p> <p>Mr Griffin advised that Bucket 3 as well as English all do less well and therefore there is an impact on all students not just disadvantaged pupils.</p> <p>Breakfast club</p> <p>Dr Craig advised that students now have daily access to a breakfast club led by Mrs Foster, Alternative Provision Co-ordinator.</p>	

	<p>Primary interviews</p> <p>Due to unforeseen circumstances the planned interviews of year 6 disadvantaged pupils have not taken place. This will be covered by interviewing year 7 parents during September’s parents’ evening.</p> <p>Challenge: Mr Stavrou questioned as to whether the figures for disadvantaged pupils also include alternative provision?</p> <p>Dr Craig advised both were included and there were concerns regarding the level of achievement – overall there were forty six disadvantaged students in year 11.</p> <p>Challenge: Mrs Lynn questioned whether all students are required to sit English Literature and English Language?</p> <p>Mr Stavrou advised that students must do both for it to count as double. Mr Newstead added that English transfers to other subjects in the curriculum. Dr Craig agreed and commented upon the fact that a Key Stage TLR holder will be responsible for driving forward whole school literacy citing one example of students not being able to understand a question on a maths paper.</p>	
7.0	Bullying	
7.1	<p>Allegations of bullying at St Ivo and of the inappropriate response by the school have been noted on social media, and brought to the attention of the school by Dr McMahon. Mr Griffin has issued a report to governors in response to this and following discussion the governing board is to: -</p> <ul style="list-style-type: none"> • Consider the schools strategic approach to bullying. • Give consideration to the information the governing board require. • Consider whether the current policies in place relating to bullying have an impact. <p>Recently the Culture Secretary has suggested that mobile phones in school should be banned. To establish a staff view point on this, a survey was circulated to all staff, seventy per cent were in favour and as a result an amendment will be made to the mobile phone policy. Mr Stavrou shared his view that mobile phones are massive distractions and a complete ban is the best way forward; mobile phones should be switched off and in a student’s bag where they cannot be seen.</p>	

Mr Smith advised that mobile phones are a distraction from learning and the reduced use of mobile phones will improve the well being of students and in turn improve academic performance.

Mr Griffin advised that the restrictive use of mobile phones is a management decision and a policy will be put in place for September 2018 to reflect the restrictive use.

All governors were in support of the change.

Dr McMahon highlighted that the issue of bullying and comments made on social media had been brought to the attention of the school and discussed at the Staff and Student Committee on 11 June 2018. Dr McMahon also questioned why the discussion had not been included in the minutes of that meeting. Mr Newton advised that an addendum had been issued to draw attention to the link between the committee minutes and a confidential minute. Mr Newton explained that as per the terms of reference the committee highlight discussions and then return to these where necessary at the next full governing board meeting. Mr Glanville emphasised that full governors should only be concerned with strategic matters and individual governors should not get involved with issues raised on social media. Dr McMahon commented that parents should be encouraged to contact governors and stated that his intention was to challenge the rightful implementation of the policy. Mr Newstead reminded the board that governors should not be involved in operational matters.

Mr Griffin advised that the statements relating to the school not acting or responding to bullying were unfounded. In this particular case the bullying log highlighted a number of one off incidents; bullying typically takes place over a period of time. Having investigated the matters referred to on social media there was no evidence to suggest that the school had not acted accordingly. Mr Smith commented that the perception on social media was a lack of transparency of information relating to bullying as a topic. The board was advised that meetings have taken place with parents and these were positive in moving forward. In addition to the comments on social media there was also a small flurry of activity on Ofsted parent view. Mr Griffin advised for future governor meetings reports/statistics on bullying will be presented and in the meantime the school will review best practice. The anti-bullying policy is to be reviewed by the Staff and Student Committee in October 2018. Dr McMahon advised that the current online version of the Anti-bullying policy was not up to date and had been superseded in October 2017.

	<p>Mr Glanville raised the point that the use of mobile phones was the root cause for much of the bullying and also referred to the fact that the use of social media impacted on staff and they were essentially subjected to bullying; in view of this the school must determine a way in which to respond to bullying on social media. Mrs Lynn suggested that upon joining the school year 7 students should sign a home school agreement regarding behaviour. In addition, Mr Speer highlighted that there is no sanction against parents for using social media as a platform to express whatever they feel in relation to the school. Mr Griffin acknowledged that most parents are responsible, caring and support/accept what the school does for their children.</p> <p>Whilst not all comments on social media are negative, Mr Smith suggested that a link on the school website for parents and/or students is made available for comments to be made – this can then be monitored by a designated person who will also respond; this will prevent parents/carers from feeling that they have not been heard and will also assist in identifying any patterns. A zero tolerance statement in September 2018 may prove beneficial.</p> <p>ACTION: The Staff and Student committee to review anti-bullying policy in October 2018, this should also make reference to cyber bullying. Systems must be in place to monitor and record incidents – the school should aim for a low level fast resolution.</p>	
8.0	Budget approval 2018/2019	
8.1	<p>Mr Speer referred to the budget document discussed at the additional Finance and Premises Committee on 21 June 2018. The committee recommended the approval of the budget at the next full governing board meeting.</p> <p>The proposed budget dramatically reduces the reserves due to: -</p> <ol style="list-style-type: none"> 1. Sixth Form numbers for 2018-2019 are based on the smaller year 11 group of 247. There is a separate funding stream for Sixth Form. There is therefore a reliance on recruitment, retention and results. 2. For year 7 – 11 there is no significant increase in the amount of funding. 3. Increase in costs: pay rises for teaching staff; increases in pension contributions will not be funded. 	

	<p>The impact of the budget will be seen on a month by month basis. With the current rate of spending combined with future projects the current reserves will be exhausted by 2019/2020, in 2020/2021 the school will move into deficit.</p> <p>Planned funding use for 2019/2020 will continue, however, concerns regarding funding for schools have been discussed locally; it is equivalent to a reduction of £500 for each year 10 and 11 student. In response to the reductions, St Ivo School will review areas of curriculum for delivery in 2019/2020, this is the only way in which the school can address the declining budget; staffing structure will also be considered during the review. Miss Morrison advised that a number of SLT members are to meet to discuss the Sixth Form curriculum and All committees will need to prepare for 2020/2021 during the 2018/2019 academic year.</p> <p>Mr Speer made reference to the MAT process meeting on 18 July 2018 and the potential for St Ivo to join a MAT and the impact this could have on staff, curriculum preferences and support services available. Mr Newton advised that joining a MAT may offer some solutions as MATs are able to prioritise where funding is spent. All four shortlisted MATs offer something different; Mr Griffin advised that £21 million of funding was released to MATs in target areas including Hinchingsbrooke, allowing member schools to apply for £100k of funding. Mr Speer informed the board that any decision made on 18 July 2018 will focus on school improvement and outcomes for students.</p> <p>Mr Newstead proposed that the budget for 2018/2019 is approved – twelve governors were in favour.</p> <p><i>Decision: Budget for 2018 – 2019 approved by the governing board.</i></p>	
9.0	Policy Review	
9.1	<p>Child Protection Safeguarding Policy</p> <p>The board were informed that Cambridgeshire County Council have not updated their policy as yet. It is expected that this will take place in the next couple of weeks in time for the Autumn term.</p>	

	All governors were in favour of deferring the policy review to the next meeting of the full governing board in October 2018.	
10.0	Reports from Committee Chairs	
10.1	<p>Finance and Premises Committee</p> <p>Minutes of the meeting circulated to the board prior to this meeting. Mr Speer summarised that the committee had discussed the responsible officer's visit - the report was very positive and reflects the excellent work carried out by Mrs Chiano and Mrs Attersall and her Finance team.</p> <p>The committee also discussed the roofing and electrical works together with the ongoing work surrounding health and safety and the requirement for one individual to oversee this area within school.</p>	
10.2	<p>Staff and Student Committee</p> <p>Mr Newton advised that the meeting on 11 June 2018 discussed the staff changes for the end of the academic year and those joining in September 2018. The committee agreed on an agenda structure plan. The meeting also discussed issues as raised in item 7.0 on the agenda for this full governing board meeting. The terms of reference were expanded upon for students; these are to be approved by the full governing board.</p> <p>All governors were in favour of the revised terms of reference for the Staff and Student Committee.</p>	
10.3	<p>Curriculum and Standards</p> <p>Mr Stavrou advised that the committee discussed data and the uptake of different subject areas for Key Stage 4 and sixth form.</p>	
11.0	Health and Safety	
11.1	The board agreed to Mr Newstead to undertake the governor link role for Health and Safety. A working group consisting of senior staff will be created and a comprehensive health and safety audit will take place in due course.	
12.0	Community Engagement	
	Mr Griffin advised the board that staff and student leaders from St Ivo School have provided support at the running of sports events at Thorndown School.	

	<p>Mrs Warriner advised that students will be leading the curriculum next week for History at Westfield.</p> <p>Year 6 students joining St Ivo next year have been measured for school uniform – Finance and other administrative staff spent time meeting at least 240 new students.</p> <p>The Rotary Club have supported events within St Ivo and will be invited to present the overall house winner trophy at the final assembly.</p> <p>Mr Smith enquired as to whether the school had made any progress with regards to tendering for a uniform contract. Mr Griffin advised that Mrs Chiano, Director of Business and Resources will oversee this process.</p> <p>Dr McMahon advised that the Freedom of the Town to the Corps of the Royal Engineers takes place this weekend.</p>	
13.0	Any other business – of sufficient urgency and importance to be discussed and to be agreed with the Chair prior to the meeting.	
	Dr Craig referred to the Local Safeguarding Childrens’ Board Monitoring Report 2017/2018. Dr Craig advised the governing board that this was for information only for governors to note that the audit had taken place. Recommendations following the audit will be noted and acted upon.	
	Date of next meeting – October 2018.	
	Meeting closed at 16:36 hours.	