



**MINUTES OF FULL GOVERNING BOARD MEETING
WEDNESDAY 31 OCTOBER 2018, 15:30
ROOM 2, MAIN BLOCK, ST IVO SCHOOL**

Present:

Judith Barnes	Philip Speer
Carol Darnell	Jon Read
Charles Glanville	Adrian Smith
Sam Griffin	Duncan Woodall
Claire Lynn	
Mark Newstead	
Frank Newton	
Martin McMahon	

Non-Governors Present:

Ingrid Morrison
Mike Craig
Emillie Newell
(Minutes)

Apologies:

Julie Bloor
Dan Coulson
Anthony Ward

In Attendance:

Tomas Thurogood-Hyde
Adam Goldstein

	Discussion and Actions Agreed	By Whom
1.0	Election of Chair and Vice Chair	
1.1	Mr Griffin proposed that the current Chair and Vice Chair were retained in view of the ongoing developments with Astrea. All governors present were in agreement to retaining Mr Newstead as Chair and Mr Speer as Vice Chair.	
2.0	Apologies and consent to absence	
2.1	Apologies received from Mrs Bloor, Community Governor, Mr Coulson, Staff Governor and Mr Ward, Staff Governor. All governors present consented to these absences.	
3.0	Declarations of Interest	
3.1	None.	

4.0	Declarations of Pecuniary Interest – return of signed forms	
4.1	All signed forms must be returned to Mrs Newell at the end of this meeting.	
5.0	Minutes of last meeting and matters arising	
5.1	Minutes of meeting agreed subject to additions as requested by Dr McMahon.	
5.2	Matters arising To be covered throughout set agenda for this meeting.	
6.0	Chair’s Update	
6.1	Astrea and due diligence <p>Mr Newstead welcomed Mr Thurogood-Hyde, Head of Legal and Governance, Astrea and Mr Goldstein, Executive Director of Operations, Astrea, to the meeting. Mr Newstead referred to the documents circulated to the board and advised that on the 22 October 2018 Astrea met with the Regional Commissioner for their annual review; this meeting went very well and as a consequence the Headteacher’s Board will discuss the proposal for St Ivo to join them week commencing 12 November 2018. The transfer date is most likely to be 1 February 2019, during the time leading up to this date, Mr Newstead and Mr Speer will have delegated authority following the final decision and final sign off by the governing board on 12 December 2018, this will be the last meeting of the full governing board before the formation of the ‘Local Education Consultative Committee’ (LECC). LECCs consist of a maximum of twelve committee members. Mr Newstead advised that existing governors will be invited to submit a resume together with a completed skills audit – appointments will be made after a short listing process. As St Ivo benefits from a strong governing board, where appointments cannot be made due to capacity, there will be an opportunity to secure places on other boards in Cambridgeshire.</p> <p>The documentation circulated to the board outlines the role and responsibilities of LECCs. Mr Goldstein explained that Astrea work with schools from the point of due diligence and support to a school is available as of is already part of the MAT, staff can benefit from accessing CPD immediately, this in turn assists with transition even before the point of transfer.</p>	

Mr Thurogood-Hyde expressed how he was excited by the capacity St Ivo offers and the governance experience that could also be utilised in St Neots and therefore as part of the application process governing will also have an opportunity to join committees in St Neots. Mr Thurogood-Hyde advised that legalistic compliance elements do not sit with LECCs, trust wide policies are determined by the board, school leaders decide on policies. LECC members can focus on visiting schools for specific purposes. LECCs are made up of two parent governors, two staff governors and up to eight trust appointed / co-opted, parents can also be co-opted. Schools will have their current term of office extended; once this expires an election will be held. Mr Newton commented that it is wise to stagger renewal dates on creation of a new committee.

Comments/questions from governors

Mr Speer referred to Cottenham and noted that they refer to members of their LECCs as “our governors”. Mr Thurogood-Hyde advised that official documentation refers to “local committee members” and emphasised that local committee members do not have the same decision making powers.

Mr Woodall questioned whether local representation is maintained in a LECC and whether the Cambridge Hub is established at the same level as the North?

Mr Thurogood-Hyde advised that the previous Cottenham trustees transferred over to the Cottenham LECC. Local representation would be very beneficial for the St Neots schools. Four secondary and schools and one special school are linked with the Cambridgeshire Hub, once St Ivo join, Astrea will be responsible for 5,000 students in this area. Link trustee meetings take place for each hub. Professor Simon Gregory meets with Chairs of LECCs and Transition Management Boards. Mr Hywel Jones, Deputy Director of Education is responsible for the Cambridgeshire hub. A Hub Principal for Cambridgeshire is to be appointed.

Mr Smith enquired as to the level of communication parents will receive from Astrea post transfer?

Mr Goldstein advised that Astrea will work with Sam to draft a communication to parents and carers regarding what it means for students; parents have been invited to attend a meeting on 6 November 2018 with Libby Nicholas and Benedick Ashmore-Short. Coffee mornings can also be arranged. Parents questions will be taken on board and any questions they may have will be addressed initially on 6 November 2018. Astrea are currently constructing a parent app, this is a combination of all current systems in place at St Ivo.

	<p><i>Mrs Barnes questioned whether there will be a headquarters in Cambridgeshire?</i></p> <p>Mr Goldstein advised that in time a hub team will be based in one school.</p> <p>Mr Newstead concluded this item by advising that a process will be agreed along with a timetable as part of the transfer process. Mr Thurogood-Hyde and Mr Goldstein left the meeting at 16:15 hours.</p>	
<p>7.0</p>	<p>Headteacher’s Report – circulated to the board prior to the meeting</p>	
<p>7.1</p>	<p>Mr Griffin referred to his report and highlighted the current level of engagement with Astrea by members of staff at St Ivo through accessing CPD offered by Astrea. Work with Astrea in relation to supporting the curriculum and refining St Ivo’s data. A new set of target data for St Ivo will be in place week commencing 12 November 2018.</p> <p>Mr Griffin advised the board that Ms Nicholas, CEO of Astrea and Mr Ashmore-Short, Director of Education, Astrea are visiting St Ivo on 6 November 2018 to hold two separate meetings with staff and parents. As the Senior Leadership Team was invited to the meeting, Mr Griffin extended the invitation to all governors.</p> <p>Mr Griffin welcomed questions from the governing board.</p> <p>Mr Read referred to the change of plan regarding a three year key stage 4 and cited the letter from Amanda Spielman raising awareness that the quality of education and provision available to students are now Ofsted’s main focus of inspections and therefore shrinking key stage 3 would automatically cause the school to be rated as ‘requires improvement’.</p> <p>Dr McMahon commented that improving the quality of the provision is a motivation rather than reducing what is already available. Mr Griffin advised that a root and branch review of the St Ivo curriculum will take place and Heads of Department were advised of the decision to retain a two year key stage 4 before the October half term.</p> <p>The meeting discussed the changes to the inspection process and other ways in which St Ivo will consider other opportunities for students to improve their outcomes at the end of year 11 and as a result improving the overall progress 8 score for the school.</p> <p>Dr McMahon questioned whether Astrea will be able to provide assistance with staffing in the Sixth Form team. Mr Griffin advised that as an interim measure Miss Morrison is leading the Sixth Form alongside the existing assistant heads of year, this is in place until the end of this term.</p>	

	<p>Mrs Lynn raised her concern that a number of parents would not be able to attend the meeting on 6 November and that this would not be due to a lack of interest but simply because some parents would not be able to make a 5.00pm. meeting due to work commitments.</p> <p>Mrs Darnell enquired as to the perception of feeder schools in relation to St Ivo joining a MAT. Mr Griffin explained that once St Ivo are formally on route to joining the Astrea MAT, senior leaders will be invited in to talk to the Heads of feeder schools. Primary Heads have a genuine interest in this development. It is also beneficial that Mr Varey, Director of Key Stage 3 will be undertaking a project as part of the Astrea Principals programme researching transition across Astrea schools.</p>	
<p>7.2</p>	<p>School Improvement Plan</p> <p>Mr Griffin referred to the 2017/2018 school improvement plan and advised that having met with Astrea on 5 October, he is aware that the School Improvement Plan along with the Headteacher’s appraisal will be revisited. In the meantime the existing SIP together with the Headteacher’s objectives fit into the Astrea areas of focus for improvement: Sixth Form and alternative provision. Mr Newton advised that when the objectives were set, the appraisal panel were mindful of the influence that Astrea has in specific areas: disadvantaged pupils, English and transition.</p> <p>The draft SIP for 2018-2019 will be delivered at the next full governing board meeting – this will be devised with Astrea.</p> <p>Dr Craig advised that Mr Slack, Key Stage 4 lead for English has had a huge impact since joining St Ivo in September. Mr Slack meets regularly with Dr Craig and Ms Sherwood; plans are in place for Mr Slack to also support an initiative to improve whole school literacy.</p> <p>Mr Griffin referred to a handout regarding the gender grade gap as requested by Mrs Bloor during the curriculum meeting; there is half a grade gap between boys and girls and one grade difference in open subjects.</p>	

<p>7.3</p>	<p>Exam Results – data circulated to the board in advance of meeting</p> <p>Mr Griffin explained that A level trend was up on last year and in the context of other schools St Ivo performed very well.</p> <p>Mr Woodall enquired as to whether results for English between schools had been compared? Mr Griffin advised that it is not possible to compare this data.</p> <p>Dr Craig advised that following the progress of male disadvantaged pupils in English, interventions are in place for this year’s cohort.</p>	
<p>7.4</p>	<p>Pupil Premium</p> <p>Dr Craig advised that some aspects of this have already been discussed earlier in the meeting. Progress and attainment have both improved this year for disadvantaged pupils from -0.7 to -0.67. Early indications suggest this improvement goes against the national trend as the progress nationally for disadvantaged pupils was worse this year. Attainment increased from 35 to 38.</p> <p>The school is required to publish their disadvantaged pupil strategy online. For this Autumn’s statement St Ivo has adopted a nationally recognised report format in order to do this. This will enable comparative analysis with other Astrea schools in Cambridgeshire, (e.g. Cottenham, Longsands) who also use that format. The report highlights that the work for disadvantaged pupils here at St Ivo is having a very positive impact. Moving forward, sharper identification of disadvantaged students is required together with a precise way of measuring the impact of interventions. Overall the work with and for disadvantaged pupils is moving in the right direction.</p> <p>Current Developments</p> <p>Following recent staffing changes, planning is underway to replace Mrs Brading, Disadvantaged Pupil mentor/administrator. In the meantime, a retired teacher with examiner experience has offered support on a voluntary basis in maths and on 2 November 2018 the Brilliant Club begins for year 9 – for high achieving disadvantaged pupils.</p> <p>There is also a plan to interview parents of disadvantaged pupils’ currently in year 6 and there will be a request to visit Astrea schools in Yorkshire where there are a significant number of disadvantaged pupils, the purpose of these visits is to review best practice.</p>	

8.0	Reports from committee chairs	
8.1	<p>Finance and Premises</p> <p>Mr Speer advised that the committee on 24 September 2018 discussed the outstanding work relating to fire safety and electrical works. The work that has been completed to date has improved the overall look and feel of the school.</p> <p>The carried forward balance for the last financial year was better than had been first predicted. Mr Griffin and Mrs Chiano had anticipated a significant increase in cost due to the teacher’s pay award; however, the financial impact is not as great as first thought.</p>	
8.2	<p>Staff and Student Committee</p> <p>Mr Newton informed the board that the committee had discussed the duty of care protocol relating to the staff counsellor, this is currently a work in progress.</p> <p>The committee also agreed to the staff pay award and recommended that the pay increases should be applied to every point in each scale. This decision had been backed by Mr Griffin.</p> <p>The committee also met in a private session to discuss the outcome of the Headteacher’s appraisal.</p> <p>Mr Newton advised that Single Central Register checks are open to all governors. Please arrange in advance with Mrs Newell to review the register.</p> <p>An update regarding behaviour was provided by Mr Varey and the anti-bullying policy was reviewed.</p> <p>Attendance will be discussed at the next meeting of the committee.</p>	
8.3	<p>Curriculum and Standards</p> <p>Mr Griffin advised that following the resignation of Mr Stavrou, Mr Griffin will Chair this meeting.</p> <p>Exam results were discussed in great detail.</p>	

	<p>The house system will be discussed at the next curriculum meeting.</p> <p>Mr Griffin informed the board that Miss Morrison is currently working on the destination map to highlight the destinations of students after their A levels.</p> <p>Mr Newton advised that he and Mr Glanville attended St Ivo on A level results day; they were both impressed with how proactive staff were with students.</p> <p>Mr Smith enquired as to whether the £100,000k released from capital last year has been built into this year's budget. Mr Griffin advised that interventions this year have been built into normal costings and ongoing budget, changes to staffing are on a fixed term basis until the end of the year.</p> <p>Mr Smith enquired as to the number of students achieving grade 4 or higher in English and/or maths. Mr Griffin advised that students aged 16 and above must re-sit English and maths until they achieve a grade 4. The board discussed the identification of dyslexia and whether the curriculum is suitable for lower attaining students. Miss Morrison advised that of fifty one students last year were identified as requiring additional support.</p>	
9.0	Policy Review	
9.1	<p>Safeguarding and Child Protection Policy</p> <p>Dr Craig advised that Cambridgeshire County Council have now updated the safeguarding policy, this now highlights aspects of the updated Keeping Child Safe in Education document. The meeting discussed the policy and subject to a number of amendments, the policy was agreed.</p>	
10.0	<p>Date of next meeting –</p> <p>12 December 2018, 2.00p.m. Venue to be confirmed.</p>	
11.0	Meeting closed at 17:20 hours	