



**MINUTES OF FULL GOVERNING BOARD MEETING
WEDNESDAY 3 MAY 2017, 14:00
AQUARIUS SUITE, ONE LEISURE, ST IVES**

Present:

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| John Andrews | Frank Newton |
| Judith Barnes | Philip Speer |
| Dan Coulson | Jon Read |
| Charles Glanville | Adrian Smith |
| Sam Griffin | Anthony Ward |
| Claire Lynn | Duncan Woodall |
| Martin McMahon | |
| Mark Newstead | |

Non-Governors Present:

Mike Craig
Ingrid Morrison
Emillie Newell
(Minutes)

Apologies:

Jim Stavrou
Carol Darnell

In Attendance:

Meryl Chisholm Hinchingsbrooke School, Chair of Governors
John Brown Hinchingsbrooke School, Governor

| | Discussion and Actions Agreed | By Whom |
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| 1.0 | Apologies/Consent to absence | |
| 1.1 | Apologies received from: Mr Stavrou Mrs Darnell | |
| 1.2 | All governors consented to these absences. | |
| 2.0 | Declarations of interest | |
| 2.1 | None. | |

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| 3.0 | Minutes of last meeting and matters arising | |
| 3.1 | <p>Amendment required item 4.1, remove “<i>perusing</i>”.</p> <p>Minutes of last meeting agreed.</p> | Mrs Newell |
| 3.2 | <p>Matters arising</p> <p>Item 4.1 Mr Glanville advised that due to the opportunity to form a Multi Academy Trust (MAT) and the uncertainty of the format of a Governing Board going forward, the recruitment of a community governor is on hold at present.</p> | |
| 4.0 | Chair’s Update | |
| 4.1 | <p>Mr Glanville made reference to the meeting in March 2017 involving governors and the potential sponsor.</p> <p><i>Challenge: Dr McMahon queried as to whether minutes are available for the meeting held on 29 March 2017.</i></p> <p>Mr Glanville advised that minutes were not taken at this meeting; the format of the meeting was a presentation by the potential sponsor.</p> <p>The meeting had allowed for positive discussions in relation to the ideas presented. It was agreed that following on from the meeting further details were needed and consideration was to be given to the financial impact of creating a MAT. It was agreed that business plans from both schools were required with a further meeting scheduled for June 2017.</p> <p><i>Challenge: Mrs Lynn expressed her concern regarding the whole initiative. Mr Woodall added that he is enthusiastic about the concept of having a sponsor and the creation of a MAT; however, there was a lack of detail in particular concerning the financial aspect.</i></p> <p>Mr Speer stated that although he is aware that regular meetings are taking place between Mr Griffin, the Principal of a local secondary and the sponsor, Mr Speer is concerned about the constitutional arrangements, in particular that a MAT requires strong and stable governance and therefore trustees would need to be individuals who have an understanding and awareness of school management to effectively hold the Chief Executive to account. Mr Speer advised that he is against the creation of a MAT unless the trustees are representative of the constituent schools.</p> <p>All governors were in agreement with Mr Speer.</p> <p>Mr Glanville advised that the sponsor envisages that two or three of the trustees will be from outside of the area, the remaining number would be local.</p> <p>A well constructed business plan is required in order for governors to make a decision. Mr Griffin advised that he is mindful that any business/financial plan will need to evolve over time and cannot be a fixed 5 year plan. Initially any plan will consider the operating structure of a MAT.</p> | |

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| | <p>Discussion took place regarding the financial implications of forming a MAT; Mr Potter advised that costs can spiral.</p> <p>Mrs Chisholm advised that the concerns expressed by St Ivo governors echoed those of Hinchingsbrooke. All agreed that flexibility will be needed during the potential time of change when considering changes for staff and students.</p> <p>Mr Speer advised that as the plans are developing it is essential for governors to have information to allow a decision to be made.</p> <p>Mr Smith stated that everyone is aware of the vision with forming a MAT; however a meeting is required in order to fully understand the motives.</p> <p>Mr Newstead commented that as with other management boards, there is a tendency to have fewer people and a shift in power and decision making.</p> | |
| 4.2 | <p>Training Opportunities</p> <p>Mr Glanville made reference to ‘Termly Briefings for Governors’ and encouraged everyone to attend.</p> <p>The recent governance annual meeting was attended by four governors.</p> | |
| 5.0 | <p>Headteacher’s Report</p> | |
| 5.1 | <p>Headteacher’s Report circulated to all.</p> <p>Mr Griffin spoke of the sad news of the passing of Dr Sarah Miller an ex teacher at St Ivo School, Mr Griffin informed the governing board of the details of her funeral taking place on 4 May 2017; condolences have been passed on to her family.</p> | |
| 5.2 | <p>MAT</p> <p>Mr Griffin advised that finance discussions have now commenced in relation to forming a MAT with a local secondary school; comparisons of each budget have been made including spend to date.</p> <p>Discussions have taken place with regards to a number of areas where it is possible for collaboration and joint enterprise; this will be discussed further during future meetings. Hinchingsbrooke have been able to set aside a date for a proposed governor session. Unfortunately, there is not an opportunity for this in the St Ivo calendar and therefore it may be necessary to hold an extraordinary meeting.</p> <p>A formal proposal will be made before the summer for the creation of a MAT.</p> <p><i>Challenge: Dr McMahon queried whether it is intended to create a MAT during 2017/2018?</i></p> <p>Mr Griffin advised that a timeline is to be agreed during the summer term. It is anticipated that an approach will be made during the Autumn for a MAT to be formed in January 2018.</p> | |

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| 5.3 | <p>Uniform</p> <p>Eight emails from parents have been received regarding the implementation of a new uniform. There will be a small across the board subsidy for parents; the hardship fund will be available for families on income support or where there are several children in the school. Dr Craig is leading a small group overseeing this.</p> | |
| 5.4 | <p>House System</p> <p>The planning for the introduction of a House System is going well; students have been asked for their thoughts on house names.</p> <p>Challenge: Dr McMahon enquired as to whether consideration was given to forming vertical tutoring?</p> <p>Mr Griffin advised that SLT opposed the idea when presented with it.</p> <p>Challenge: Mrs Lynn questioned whether siblings would be in the same house as this will assist in handing down blazers.</p> <p>Mr Griffin advised that siblings will be allocated to the same house. Information regarding this is to be circulated imminently.</p> | |
| 5.5 | <p>Internal Reviews</p> <p>The science and maths departments within St Ivo have been internally reviewed and rated as 'Good'. Business and Economics are also to be reviewed.</p> | |
| 5.6 | <p>Funding</p> <p>Mr Griffin informed governors of a recent meeting he attended for local Heads together with Jonathan Djanogly; this allowed for an opportunity to discuss the funding issue that all schools are faced with. Although the meeting was not well attended, those present were able to convey their concerns and explain the challenges. There is a commitment from Mr Djanogly to support schools in the Cambridgeshire area and he is to call for the Department for Education to view the proposed fairer funding proposals as a starting point.</p> | |
| 5.7 | <p>Growth of St Ives</p> <p>Mr Griffin discussed a recent meeting between himself and Penny Price, Area Education Officer, Cambridgeshire County Council, regarding the demographics and expansion of St Ives. There are no current plans to increase the number of Primary and Secondary school places. Discussions took place regarding the provision of free schools in St Neots and Godmanchester and the recent discussions that have taken place regarding the creation of a free school in St Ives for those who are unable to secure a place at St Ivo. Recent data suggests that there is not a demand for a free school, there is a stable declining population and the creation of free schools in these areas would result in 1400 excess places. Sites have not been identified in these three areas.</p> <p>The meeting discussed that development of a new estate in St Ives and the forecast of the 2021 intake increasing to slightly above the PAN. These figures are based on the catchment area and not outside.</p> | |

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| <p>5.8</p> | <p>Staffing</p> <p>HR and cover arrangements within the school are to be reviewed.</p> <p>There are a number of teaching staff leaving due to promotions or re-location. To replace these, the school has made several main scale appointments, candidates are of a high calibre.</p> <p>There has been a lack of response to science vacancies that have been advertised.</p> <p>Challenge: Dr McMahon queried as to why there has been a lack of response?</p> <p>Mr Griffin advised that science graduates are least likely to go into teaching, utilising their qualifications elsewhere.</p> <p>Mr Griffin has been working alongside Robin Gildersleeve reviewing middle leadership structures with a view of growing the next generation of middle and senior leaders. Consideration is to be given to offering temporary secondments to the leadership team on a fixed term basis.</p> <p>Mr Potter supported this initiative and advised that it is very beneficial.</p> | |
| <p>5.9</p> | <p>TBAP</p> <p>There has been a partial resurrection following the collapse of the TBAP arrangements due to a lack of commitment from other schools. A number of Year 9 students during the summer term are to take part in a smaller scale initiative. The students identified will be required to work away from school and will concentrate on improving their attitudes with the aim of preparing them for start of their GCSE courses in September 2017. If this is proved to be successful the intention is to form a longer term relationship and establish a base within St Ives with an open door policy for Key Stage 3 and 4 students</p> <p>A re-configuration of The Bridge, SEN and Reflection Room is in discussion with a view of integrating the management of behaviour within the school. At present, both departments operate as separate entities; it is intended that a re-structure will allow the teams to integrate.</p> <p>Mr Speer commented that he is surprised that these teams have not been integrated before. Mr Speer added that the TBAP initiative is a very good idea, capturing those students that staff are unable to reach out to, depriving themselves of opportunities and impacting on other students.</p> <p>Mr Griffin advised that TBAP have Pupil Referral Units in Fulham, Kensington and Westminster and satellite units in Cambridge and Wisbech, a third could possibly operate in Huntingdonshire/St Ives.</p> | |
| <p>5.10</p> | <p>Outcomes for Students</p> <p>Plans are underway to bring changes for the arrangements of groups at Key Stage 3, this will allow for greater variety and flexibility.</p> | |

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| | <p>Year 11 students have received a significant amount of extra support and input than ever before prior to their GCSE exams; this has been delivered via Pet Xi, the use of Pixl apps to support English, maths and science together with additional revision sessions provided by the school.</p> | |
| 5.11 | <p>Conclusion</p> <p>Once all of the new initiatives are fully implemented this will consolidate our position as a good school and future opportunities of becoming an outstanding school.</p> <p>Challenge: Dr McMahon thanked Mr Griffin for his excellent report and requested that future reports refer back to the school improvement plan, drawing on and evidencing where it links in.</p> | |
| 6.0 | <p>Pupil Premium</p> | |
| 6.1 | <p>Dr Craig advised that he and Judith Barnes, Community Governor, met on 22 March 2017 to review Pupil Premium (PP). The focus of the meeting was the internal monitoring system that has been created and is maintained by Mrs Brading. Mrs Brading has a clear and consistent approach and is determined to move disadvantaged pupils (DP) forward.</p> <p>Attention is now given to the impact of the interventions that are in place for DP/PP identified students. Mrs Brading has visited Hinchingsbrooke School and intends to use some of their initiatives here such as post 16 surveys and interviews.</p> | |
| 6.2 | <p>Interventions</p> <p>The ECDL programme was undertaken by twenty four students, this was a great success and equivalent to a full GCSE.</p> <p>Pet-Xi provided a maths focus day on 18 April 2017 for a group of students who are predicted grade 6/7; it is anticipated that this will benefit both the students and school in terms of outcomes.</p> <p>There will be a similar session during the May half term break for English language.</p> | |
| 6.3 | <p>The Ouse Valley Partnership (OVP) and Primary schools contact for PP at Hinchingsbrooke is Matt Pinder. Discussions have taken place regarding the tracking system, this has been adopted and experiences shared. On 9 May 2017, Dr Craig and Matt Pinder will meet with the intention of taking the OVP item forward; there will be a comparative document formed. A partner meeting will also take place on 24 May 2017.</p> <p>Mrs Barnes reminded all that the term is now “<i>diminishing the difference</i>”, not “<i>closing the gap</i>”.</p> | |

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| | <p>Challenge: Mr Woodall questioned as to how many of the Year 9 students in the TBAP project are PP?</p> <p>Dr Craig advised that he would request this information from Mr Varey.</p> | Dr Craig/ Mr Varey |
| 7.0 | Admissions Criteria | |
| 7.1 | <p>Admissions criteria proposal circulated to all governors.</p> <p>At the full governing board meeting in October 2016, a proposal was put forward for an amendment to the admissions criteria to include children of members of staff who live outside of the catchment area. Governors supported this; such an amendment would improve the quality of life of these staff members, support their well being and would contribute to staff retention.</p> <p>Dr Craig has contacted the Admissions Team at Cambridgeshire County Council and was advised that any amendments to the admissions criteria must be undertaken in a specific timeframe and are subject to a public consultation; this is for every school and also applies to academies. Dr Craig advised that the window of opportunity for this falls between October and January, therefore the change will be implemented for the September 2019 intake (current Year 4s) if the proposal is put forward for public consultation in October 2017.</p> <p>The meeting discussed in detail the discretion of the school to admit pupils in excess of the PAN of 296 together with the definition of siblings to include new pupils who have siblings in the Sixth Form. The meeting agreed that including Sixth Form also highlights that time with St Ivo School should be seen as a seven year journey.</p> <p>All governors fully support the required changes to the wording in the admissions criteria.</p> <p>Mr Speer queried as to how the over subscription criteria is applied and whether it is applied in the order of priority from 1-10. Clarification is to be sought on this point.</p> <p>Governors agree in principle the submission of the changes for public consultation subject to the wording as discussed above. This will be considered again at the next Full Governors meeting on 21 June 2017.</p> <p>Dr Craig advised that the intention is to submit the changes earlier than October 2017.</p> | Dr Craig |
| 8.0 | Eco Re-fit | |
| 8.1 | <p>Mr Newstead made reference to the papers circulated prior to the meeting.</p> <p>Mr Newstead explained that the benefits of the eco re-fit project go beyond financial gain. This is an opportunity to invest in the school with the use of LED lights, which will ultimately save time in replacing lamps and improve quality of lighting, the use of solar panels and replacement of a poor quality boiler. In addition, the school will also reduce its carbon footprint by 30%.</p> | |

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| | <p>Mr Newstead advised that there are three options: -</p> <ol style="list-style-type: none"> 1. LED lighting, BMS and solar panels that will pay for themselves comfortably within the 15 year period. 2. Option 1 plus a replacement of the boiler in N Block. 3. Option 2 plus the replacement of the boiler in Science Block. <p>Capital input required ranges from a minimum of £12,000 to a maximum of £48,000.</p> <p>Mr Newstead requested that a decision is made by governors as to which option, but recommended option 3. If both current boilers were to need replacing it would cost £90,000. Mr Newstead advised that there is a limited window to advise Bouygues of the decision.</p> <p>All governors agreed to the proposal of option 3.</p> | |
| <p>9.0</p> | <p>Ratification of Accessibility Plan by Full Governing Board</p> | |
| <p>9.1</p> | <p>Mr Newstead explained that current Accessibility Plan is a work in progress and is overseen by the Premises Committee. Updates have been made to this to reflect adaptations that have been made to accommodate pupil needs.</p> <p>The meeting discussed that the Main Hall is not accessible to students in wheelchairs. It was acknowledged that permanently wheelchair bound students is very rare.</p> <p><i>Challenge: Mr Potter stated that consideration should also be given to visitors, particularly for parents when attending evenings/events. It is undignified for them not to be able to access the Main Hall; therefore a lift would be beneficial.</i></p> <p>Mr Griffin advised that a six figure investment would be required to install a lift, in addition to this there is annual maintenance costs. If it can be demonstrated that a lift is needed, action by the school will then be taken. At present such expenditure cannot be justified.</p> <p><i>Challenge: Mr Read advised that wheelchair bound students would avoid applying for St Ivo.</i></p> <p>Mr Griffin stated that the needs of students would be accommodated.</p> <p>Mr Ward advised that the Accessibility Plan should be reviewed every year and fully consulted on every seven years.</p> <p>All governors agreed to ratify the current Accessibility Plan subject to a few minor changes.</p> | |
| <p>10.0</p> | <p>Reports from Committee Chairs</p> | |
| <p>10.1</p> | <p>Curriculum and Standards – Miss Morrison</p> <p>In the absence of Mr Stavrou, Miss Morrison reported that the committee has discussed the following: -</p> <ul style="list-style-type: none"> • Interventions for current Year 11. • European Computer Driving Licence. • Pet-Xi | |

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| | <ul style="list-style-type: none"> • Options. • Courses available and group sizes. • Key Stage 3 curriculum. • Assessment Policy. | |
| 10.2 | <p>Finance – Mr Speer</p> <p>Mr Speer advised that the Committee did not meet. The next meeting will be held on 15 May 2017 to discuss the 2017/2018 budget and presented at Full Governors on 21 June 2017.</p> | |
| 10.3 | <p>Personnel – Mr Newton</p> <p>Mr Newton reported that the Personnel Committee did not meet. On devising an agenda, a decision was made that there were too few items and there was nothing that could not wait until the May meeting.</p> | |
| 10.4 | <p>Premises – Mr Newstead</p> <p>Mr Newstead advised that the issues considered by the Premises Committee have been discussed during items 8.0 and 9.0 of this meeting.</p> <p>The safeguarding work with the installation of the gates is now complete.</p> | |
| 10.5 | <p>Student Welfare and Community Engagement – Mrs Lynn</p> <p>Mrs Lynn reported that the committee have discussed the following: -</p> <ul style="list-style-type: none"> • Ivolumni – there are 200 members and 87 individuals offering help for the school. • The school has some good contacts – a Sky News producer who attended St Ivo has shown an interest. • Facebook Ivolumni is proving to be successful; this promotes a sense of community and celebrates the school. • Community Engagement – there are a number of initiatives undertaken by the Sixth Form both internally and externally. For example, some Sixth Formers commit one hour per week to provide one to one support to Year 7 students as ‘reading buddies’. • Some Sixth Formers also volunteer in Primary Schools and Residential Homes. • The Sixth Form prospectus is to be reviewed to ensure that students are aware of the expectation to engage with the community. • Attendance is moving in the right direction. • SISA – there has been a lack of engagement from parents; SISA will be discussed at the next Parent Forum. • Mr Smith suggested that the Governing Body should thank SISA for the work they have undertaken. | |

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| 11.0 | Any Other Business | |
| 11.1 | Dr McMahon raised the issues of document 'Governance at a Glance' October 2015. Mr Griffin advised that this is to be a termly data dashboard document – the format of which is currently being revised. | |
| 12.0 | Date of Next Meeting | |
| 12.1 | 21 June 2017 15:30, Aquarius Suite, One Leisure | |
| | The meeting closed at 16:05 hours | |



| | Action /Decision | By Who | By When | Date Completed |
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| 1.0 | Mr Speer to document in non legal language all information regarding leases for the dual use of the leisure Centre and outdoor centre for ease of reference and accessibility for the future. This will be completed once finalised with the Land Registry. | Mr Speer | July 2017 | |
| 2.0 | Vision and mission statements to be composed in the New Year with Mrs Lynn, Dr Craig and Mr Griffin. | Mrs Lynn, Dr Craig and Mr Griffin | Ongoing | |
| 3.0 | Engagement of an assigned solicitor for the school once terms are agreed. | Finance Committee | Update June 2017 | |
| 4.0 | Mrs Newell to contact candidate and obtain permission/consent for details to be shared with SISA. | Mrs Newell | June 2017 | |
| 5.0 | Dr Craig to liaise with Mr Varey to identify DP/PP students involved in TBAP project. | Dr Craig/Mr Varey | July 2017 | |