



**MINUTES OF FULL GOVERNING BODY MEETING**

**THURSDAY 15<sup>th</sup> December 2016, 14:00**

**AQUARIUS SUITE, ONE LEISURE, ST IVES**

**Present:**

**Carol Darnell**

**Dan Coulson**

**Charles Glanville**

**Sam Griffin**

**Claire Lynn**

**Martin McMahon**

**Mark Newstead**

**Frank Newton**

**Jon Read**

**Philip Speer**

**Jim Stavrou**

**Anthony Ward**

**Duncan Woodall**

**Non-Governors Present:**

**Mike Craig**

**Ingrid Morrison**

**Emillie Newell**

(Minutes)

**Apologies:**

**Judith Barnes**

**John Andrews**

**Richard Potter**

**Adrian Smith**

**In Attendance: Girls' Football Team and Miss Trigg 14:00 – 14:15.**

	<b>Discussion and Actions Agreed</b>	<b>By Whom</b>
<b>1.0</b>	<b>Celebrating Success</b>	
<b>1.1</b>	<p>The Girls' Under 14 Football Team was in attendance with Miss Trigg. The Team was congratulated by the Governors for their excellent contributions to Girls' Football and raising the profile of St Ivo School. Ellie Brown spoke on behalf of the Team, listing all of their achievements. All girls were presented with a letter of praise from Mr Glanville on behalf of the governing body.</p> <p>The team and Miss Trigg left the meeting at 14:15.</p>	
<b>2.0</b>	<b>Apologies and Declarations of Interest</b>	
<b>2.1</b>	Apologies received as listed above.	

2.2	<p><b>Term of Office</b></p> <p>Mr Glanville advised that Mr Stavrou’s term of office has expired. Mr Stavrou was able to attend but was unable to participate in voting.</p>	
3.0	<p><b>Declarations of Interest</b></p>	
3.1	<p>None.</p>	
4.0	<p><b>Minutes of the last meeting and matters arising</b></p>	
4.1	<p>Minutes of last meeting agreed.</p>	
4.2	<p><b>Matters Arising</b></p> <p>Action 2.0: Mr Speer advised that he will provide a brief guide in non legal language for future reference; this will be completed once the leases have been recorded by the Land Registry.</p> <p>Issues will arise every five years regarding the fee that St Ivo School pays to Huntingdon District Council; an arbitration process will be in place to ensure the fees paid for the use of the facilities are reasonable.</p>	<p><b>Mr Speer</b></p>
4.3	<p>Mrs Lynn requested an update regarding the member of staff currently suspended. Mr Griffin advised that an internal investigation is underway; a report will be presented to Mr Griffin in the New Year. A Governors Panel will be convened depending on the outcome of the internal investigation.</p>	
5.0	<p><b>Approval of School Accounts for the Financial Year 2015/2016</b></p>	
5.1	<p>School accounts for year ending 31<sup>st</sup> August 2016 were discussed. Mr Speer thanked Mrs Chiano for the efforts of herself and the Finance Team to ensure that the audit process this year ran smoothly.</p> <p>Elements of the Auditors Management Letter (circulated to all) were discussed.</p>	
5.2	<p>Queries raised in relation to the following areas of the Annual Report and Financial Statements: -</p> <p>Page 1 – Mr Chris Hillsdon - Vice Chair (resigned 6 October 2016) – this should read ‘6 October 2015’.</p> <p>Page 9 – Tangible Fixed Asset figure <b>£14,642,271</b></p> <p><b>Challenge: Mrs Lynn querying figure of £14,490,949 on Page 22 of accounts for Tangible Fixed Assets in view of the £14,642,271 figure on page 9.</b></p> <p><b>Action: Mrs Chiano to seek clarification from Auditors regarding the use of the word ‘Tangible’.</b></p>	

	<p>[Response from Auditors received on 15<sup>th</sup> December 2016 Regarding your “tangible” query, this is indeed correct. We refer to tangible fixed assets, as buildings, plant etc are indeed tangible (as opposed to other assets which are intangible for example goodwill)].</p> <p><b>Governors Attendance:</b></p> <p><i>Challenge: Dr McMahon challenged Mrs Darnell’s five out of five meeting attendance and suggested that it should read four out of four. Mr Glanville advised that Mrs Darnell attended one meeting as a guest but did not have the authority to vote.</i></p> <p><i>Challenge: Mr Woodall challenged his attendance record and did not believe that two out of a possible five was correct.</i></p> <p>Mr Glanville suggested that the accounts were approved subject to clarification concerning the areas outlined above.</p> <p>Chair of Finance, Mr Speer, proposed that the accounts were approved; this was seconded by Mr Newton. All eligible Governors in attendance in agreement.</p>	
6.0	Headteacher’s Report (circulated with meeting papers)	
6.1	<p><b>Leadership and Management</b></p> <p>St Ivo have made contact with Pixl, this is a national group of schools that work together regarding sharing good practice.</p> <p><i>Advice: Mr Stavrou advised that staff should attend the Pixl conferences in pairs; there is a lot of information on offer at these events and two members of staff will be able to bounce ideas off each other.</i></p> <p>The next Pixl conference is on the 19<sup>th</sup> January 2017.</p> <p><b>Outcomes for Students</b></p> <p>Mr Griffin advised that St Ivo have started working with Pet-Xi, this company is concerned with interventions and is working with a number of local schools. Pet-Xi will be working alongside the school and there will be targeted days for maths and English for specific students.</p> <p><i>Challenge: Dr McMahon questioned what interventions are taking place for the remainder of the curriculum?</i></p> <p>In response, Mr Griffin explained that there is a ‘Raising Attainment Plan’ strategy in place.</p> <p>Each subject department has detailed the current for their subject area and has outlined and planned interventions to address these.</p> <p>Dr Craig added that the Pet Xi work with Hinchingsbrooke is also addressing the</p>	

	<p>remainder of their curriculum. There have been catch-up sessions for Year 7s; this has been over the course of five days for twenty six students. Dr Craig spoke of the substantial financial implication of such interventions; £100.00 per student per day or a discounted rate of £395.00 per student per week.</p> <p>Forty five students have been identified as requiring intervention of literacy. If Pet Xi were to offer catch up sessions for Year 11s in English, maths and science, the costs would escalate dramatically.</p> <p>Dr Craig advised that Pupil Premium students will be targeted through Pet Xi and the undertaking of (European Computer Driving Licence) ECDL. Pupil Premium resources can be used to fund the ECDL initiative - twenty four students for five days of intervention will cost £15,000.</p> <p>Pet –Xi have a wide range on offer – focus will be given to Bucket 3. A balance will be drawn between costs and spending the least amount in the most effective way for students themselves.</p>	
<b>6.2</b>	<p><b>Uniform Consultation</b></p> <p>The uniform consultation has been launched; feedback via a survey is required by 13<sup>th</sup> January 2017. This does not include Sixth Form, anything that will be done to the Sixth Form dress code will follow on from the uniform consultation.</p> <p>Dr McMahon advised that the uniform consultation has been well received by parents. Mr Ward advised that seven hundred responses have been received to date. A reminder will be sent to everyone in the New Year prior to the closing date.</p> <p>Mr Stavrou commented that it will be interesting to see the data.</p> <p>Discussion took place regarding the possibility of individuals responding more than once. Mr Griffin advised that this had been considered by Mr Ward but there was no simple way of blocking the same device from taking part in the survey twice.</p>	
<b>6.3</b>	<p><b>Student Behaviour</b></p> <p>The availability of an alternative provision in the local area was discussed. Previously there had been a unit in the Hartford area. Since the closure of this unit, Mr Griffin advised the meeting that local Headteachers are now at a disadvantage as there is no alternative to expulsion when addressing extremely challenging students; however, heads are pursuing an Alternative Provision Free School plan.</p> <p>Local Heads support the possibility of a TBAP running a free school in this area. A list of financial questions will be devised for TBAP to respond to before anything is agreed to.</p>	
<b>7.0</b>	<p><b>Chairs Update</b></p>	
<b>7.1</b>	<p><b>Local Authority Governor</b></p> <p>Mr Glanville advised that Mr Newton’s term of office expires in January; Mr Newton has been re-appointed for a further term of four years.</p>	

7.2	<p><b>Committee Membership</b></p> <p>Mr Glanville confirmed that Mr Woodall has now moved to the Curriculum and Standards Committee.</p> <p>Mr Glanville has moved to the Personnel Committee.</p> <p><b>Action: Committee membership and Governor links to be updated and circulated.</b></p>	Mrs Newell
7.3	<p><b>Ouse Valley Partnership</b></p> <p>Robin Gildersleeve undertook a review of the Ouse Valley Partnership action plan by meeting with relevant staff at both St Ivo and Hinchbrooke Schools on 13 December 2016.</p> <p>There is progress being as directed in the plan but there are constraints due to staff time.</p>	
7.4	<p><b>Strategy Group Meeting</b></p> <p>Discussion took place regarding a multi academy trust and engagement of local Primaries. The Strategy Group meeting held 1 December 2016 discussed this briefly and proposed that a core group is needed to consider potential implications.</p>	
7.5	<p>Mr Griffin advised that a sponsor has approached a local school through the Department for Education. The sponsor had advised that the Cambridgeshire patch is of interest to them – this sponsorship is not a financial investment. The meeting discussed that St Ivo School could apply to be a sponsor academy; applications can be submitted three times per year; once per term.</p> <p><b>Action: Small core group to formulate a full view of the creation of a Multi Academy Trust identifying the advantages and disadvantages. Report back to March 2017 Full Governors Meeting.</b></p> <p>Dr McMahon advised that the Ouse Valley Partnership meeting in January 2017 can discuss this issue further.</p>	Mr Glanville to lead
8.0	<p><b>Whole School ICT Policy</b></p>	
8.1	<p><b>Mr Davies joined the meeting at 15:15 to discuss this item.</b></p> <p>Further to an email sent by Mr Smith, Parent Governor, on the 15 December 2016, Mr Davies advised that the Whole School ICT Policy has been agreed, the typos highlighted by Mr Smith have been amended prior to this meeting.</p> <p>In relation to section 2.10 of the policy, concerning backups, Mr Davies advised that due to cost implications and reliability of internet access, separate servers are used rather than the Cloud. Servers are based in two separate secure locations; however, these are not fire proof. Mr Davies confirmed that the insurance company is satisfied with this method.</p>	

	<p>In response to Mr Smith’s suggestion of changing the wording under “staff use of the internet”, Mr Davies advised that Mr Smith’s wording “<i>the accessing of inappropriate or indecent materials from the internet or via email <b>will be investigated, which may result in disciplinary...</b></i>”.will be adopted in order to strengthen this item in the policy.</p> <p>Mr Davies also confirmed that ‘find my iPad’ MDM has been installed on all devices. If a device is lost this can be wiped remotely.</p> <p>All present agreed and approved the ‘Whole School ICT Policy’.</p> <p><b>Mr Davies left the meeting 3.25 p.m.</b></p>	
<b>9.0</b>	<b>Strategy Group Meeting (papers circulated)</b>	
<b>9.1</b>	<p>Mr Glanville informed meeting that the Strategy Group met on 1 December 2016 to discuss the allocation of tasks and actions that arose from the Governor/SLT Summit day in September 2016.</p> <p><b>Action: Vision and mission statements to be composed in the New Year with Mrs Lynn, Dr Craig and Mr Griffin.</b></p> <p><b>Action: Individuals are responsible for undertaking the work they have been allocated as per the action chart.</b></p>	<b>Mrs Lynn, Dr Craig and Mr Griffin.</b>
<b>9.2</b>	<b>Mr Griffin left the meeting at 15:30.</b>	
<b>10.0</b>	<b>Pupil Premium (papers circulated)</b>	
<b>10.1</b>	<p>Dr Craig advised the meeting he meets with Mrs Barnes, Community Governor every half term to monitor Pupil Premium and last met with Mrs Barnes on 7 December 2016. Details of this issues discussed during the meeting are contained in the papers circulated to all Governors.</p> <p>The meeting on 7 December 2016 with Mrs Barnes highlighted the following: -</p> <ul style="list-style-type: none"> <li>• The gap between Pupil Premium/disadvantaged pupils and other students in St Ivo has reduced from 30% in 2015 to 27.1% in 2016.</li> <li>• However, the Ofsted 2016 dashboard for St Ivo represents weaknesses for disadvantaged students against national non disadvantaged pupils due to: <ol style="list-style-type: none"> <li>1. <i>Disadvantaged pupil Progress 8 was significantly below national non disadvantaged and in the lowest 10% overall and for the low and middle prior attainment groups.</i></li> <li>2. <i>Progress was significantly below average and in the lowest 10% in at least one of EBacc or open elements or science, languages or humanities for the group: disadvantaged, disadvantaged low, disadvantaged middle, SEN low and middle.</i></li> <li>3. <i>Attendance is low for free school meal students.</i></li> </ol> </li> </ul> <p>Dr Craig explained in order to address the above issues; he has liaised with Hinchbrooke and Linton schools, researching disadvantaged pupil performance across other schools and organisations (PiXL).</p>	

	<p>Common themes were identified: -</p> <ul style="list-style-type: none"> <li>• Disadvantaged pupils are entered for the European Computer Driving Licence.</li> <li>• Engagement of intervention companies such as PET-Xi.</li> </ul> <p>In response to this, Dr Craig and Miss Morrison have made provisional arrangements for twenty four students, (ten are disadvantaged pupils) to sit the ECDL in February 2017 (unless qualification is withdrawn by the government). This will benefit Progress 8 and is recognised as a GCSE. In addition, a provisional booking has been made for two topic focus days, the first will be held on the Easter Professional Day for Maths, there will be a focus for English during the Summer half term. These will be for disadvantaged pupils.</p> <p>Mr Stavrou commented that it is advantageous for students to undertake the ECDL before GCSE exams, this can be motivational; however, there is also the option that students can complete it after their GCSEs.</p> <p>Dr Craig advised that there are discussions currently taking place regarding current Year 10s completing ECDL towards the end of the Summer term.</p> <p>With regards to attendance, figures are broken down into groups by SLT. The impact on the attendance target rate of 96% can be quite significant particularly when there is poor attendance by two or three students: the figure can drop to 93%.</p> <p><b>Challenge: Dr McMahon enquired as to which pupils are included in the twenty four.</b></p> <p><b>Dr Craig advised that there is a mix of both underperforming disadvantaged and Pupil Premium. Pupil Premium funds can be used for this purpose.</b></p> <p>Mrs Brading, Disadvantaged Pupil Mentor/Administrator is to meet with a non feeder Primary School in January 2017 to develop discussions with regards to how to treat Pupil Premium students. Information from this will be used as an initial sounding board before approaching St Ivo feeder Primary Schools as part of the Ouse Valley Action Plan.</p> <p>Following on from this, Mr Newton advised that Mr Varey, Key Stage 3 Director is currently building links with local Primary Schools to facilitate transition from Year 6 into Year 7.</p>	
11.0	<b><u>Chair's Update</u></b>	
11.1	<p><b>Welcome</b></p> <p>Mr Glanville welcomed Mr Coulson and Mr Read to their first Full Governors meeting.</p>	
11.2	<p><b>Community Governor Vacancy</b></p> <p>Mr Glanville advised that he has been in contact with two individuals regarding this vacancy.</p> <p>Mrs Barnes' term of office is due to expire; Mrs Barnes has expressed an interest in continuing in this role; this is particularly beneficial due to Mrs Barnes' active engagement with Pupil Premium.</p>	

	<b>Decision: Mr Newton proposed the re-appointment of Mrs Barnes; this was jointly seconded by Mr Woodall and Dr McMahon. All eligible Governors were in favour of this re-appointment.</b>	
<b>11.3</b>	<b>Skills Audit</b>  Mrs Darnell is to undertake a skills audit for all Governors.	
<b>12.0</b>	<b>Reports from Committee Chairs</b>	
<b>12.1</b>	<b>Curriculum and Standards – Mr Stavrou</b>  Mr Stavrou reported to the meeting as Committee Chair.  Performance of current Year 11 group and Progress 8 has been a key theme. A ‘Raising Attainment Plan’ has been created to address how the school as a whole will address the performance of Year 11s.  Governors will receive training regarding FFT Data dashboard. A date is to be confirmed, Mr Davies to lead on this and Mr Stavrou also to be involved.	
<b>12.2</b>	<b>Finance – Mr Speer</b>  Mr Speer advised that the Finance Committee has discussed St Ivo accounts and the Auditors Management letter. With the new financial year commencing on 1 September 2016, Mr Speer advised that it is too early to identify any trends for this year’s budget.  The Finance Committee have given consideration to the engagement of an alternative firm of solicitors to be used for legal advice by the school. In addition, Mr Speer has advised that now is an appropriate time for a re-tender for auditors.  <b>Action: Engagement of an assigned solicitor for the school once terms are agreed.</b>  <b>Action: Tender for alternative Auditors.</b>	<b>Finance Committee</b>  <b>Finance Committee</b>
<b>12.3</b>	<b>Personnel Committee – Mr Newton</b>  Mr Newton advised that the Personnel Committee reviewed the Terms of Reference and a number of alterations were made.  Updates were given regarding the Teacher Appraisal cycle and recommendations were made for the Upper Pay Scale.  Policy reviews have been undertaken, some were amended and all have been agreed.	
<b>12.4</b>	<b>Premises Committee – Mr Newstead</b>  The Premises Committee has reviewed the Terms of Reference and additions have been made.	



	<p>Consideration has been given to the Accessibility Plan; this was created two years ago. A student within the school is currently using a wheelchair; Mr Griffin has met with the student's parent due to the difficulties that have been faced at times due to access within the school.</p> <p><b>Action: Mrs Gibbons, Premises Manager and Mr Coulson, Site Manager are to review the plan.</b></p> <p><i>Adaptations cannot be made to the school using the CIF bid funding.</i> Further updates will be available at the next Full Governors meeting in March 2017.</p> <p>The work for safeguarding the school and pupils has been slower than first anticipated with the installation of the fencing and gates. The issue that had arisen regarding the fencing and the existing right of way is ongoing. There will be a management access system for the gates and provision of security.</p> <p>Mr Newstead advised that in relation to the Eco-Refit, he has visited Hinchingbrooke School where the Eco-Refit has taken place. The upgrade and the building management system for Hinchingbrooke have been well received.</p> <p>St Ivo School will proceed with the Eco-Refit; this has been signed by Mr Griffin. A detailed site survey of St Ivo will take place on 4 January 2017; approval will be required from all governors at the March 2017 meeting.</p>	
12.5	<p><b>Student Welfare and Community Engagement Committee – Mrs Lynn</b></p> <p>Mrs Lynn reported that there has been an improvement with Sixth Form attendance and completion of registers. Ms Sherwood has provided the committee with a detailed narrative of attendance figures, outlining the impact of removing ten students from with medical or other reasons for absence. Comparisons were also made with the removal of seven students who are on AP.</p> <p>Details of Reflection Room referrals and exclusions had been shared with the Committee, however, this data had not been analysed due to staff absence within the Reflection Room at the time.</p> <p>Parental engagement and raising awareness of drugs/drugs use is an agenda item and will be raised with subtlety; it is acknowledged that stronger links with the Police need to be formed.</p> <p><b>Challenge: Mr Read enquired as to why this cannot be explicit? In response, Mr Woodall advised that from previous experience it is best to carefully approach such a subject without causing unnecessary alarm.</b></p> <p>Mr Griffin presented his thoughts and observations to the committee in relation to parental engagement one year on into his role.</p>	
13.0	<b>Terms of Reference</b>	
13.1	<p>Inconsistencies identified in each Committee's Constitution have been addressed. Updated versions to be circulated.</p> <p><b>Action: Mrs Newell to circulate.</b></p>	Mrs Newell

<b>14.0</b>	<b>Any Other Business</b>	
<b>14.1</b>	None.	
<b>15.0</b>	<b>Date of Next Meeting</b>	
<b>15.1</b>	<b>Wednesday 1 March 2017, 15:30, Aquarius Suite, One Leisure</b>	
	<b>The meeting closed at 16:25 hours</b>	



	<b>Action /Decision</b>	<b>By Who</b>	<b>By When</b>	<b>Date Completed</b>
<b>1.0</b>	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.	<b>Mr Speer</b>	<b>1 March 2017</b>	
<b>2.0</b>	Committee membership and Governor links to be updated and circulated.	<b>Mrs Newell</b>	<b>10 February 2017</b>	<b>21/02/2017</b>
<b>3.0</b>	Small core group to formulate a full view of the creation of a Multi Academy Trust identifying the advantages and disadvantages. Report back to March 2017 Full Governors Meeting.	<b>Mr Glanville to lead</b>	<b>10 February 2017</b>	<b>W/C 06/02/2017</b>
<b>4.0</b>	Vision and mission statements to be composed in the New Year with Mrs Lynn, Dr Craig and Mr Griffin.	<b>Mrs Lynn, Dr Craig and Mr Griffin</b>	<b>1 March 2017</b>	
<b>5.0</b>	Engagement of an assigned solicitor for the school once terms are agreed.	<b>Finance Committee</b>	<b>Update March 2017</b>	
<b>6.0</b>	Tender for alternative Auditors.	<b>Finance Committee</b>	<b>Update March 2017</b>	
<b>7.0</b>	Review Accessibility Plan.	<b>Premises Committee</b>	<b>January Meeting</b>	