



ST IVO SCHOOL
Minutes of the Governors' meeting
held on Wednesday, 10 December 2014

Present:

John Andrews
 Judith Barnes
 Sue Campbell
 Simon Crisp
 Charles Glanville
 Stuart Grey

Chris Hillsdon
 Claire Lynn
 Martin McGarry
 David Mead
 Jane Moore
 Ingrid Morrison
 Frank Newton

Philip Speer
 Jim Stavrou
 Anthony Ward
 Duncan Woodall

	Main points discussed	Decisions taken and Action	When	By whom
1	<p>Apologies and Declaration of Interest</p> <p>Mrs Campbell welcomed everyone to the meeting.</p> <p>Mrs Campbell reported that she had received a letter of resignation from Joanna Grimmer, parent governor.</p> <p>Declaration of interest:</p>	<p>Carol Darnell, Mark Sanderson and Robin King</p> <p>There were currently two vacancies for parent governors, following Grace O'Reilly's resignation prior to half term.</p> <p>ACTION: A letter is to be sent to Mrs Grimmer thanking her for her commitment and service to the governing body.</p> <p>Requests for nominees for the 2 parent governor positions to be issued early January to all parents/carers of students at St Ivo School.</p> <p>There were no declarations of interest.</p>	<p>ASAP</p> <p>Early Jan</p>	<p>Clerk</p> <p>Clerk</p>
2	<p>Minutes and matters arising from the minutes of the Full Governors' meeting on 22 October 2014</p> <p>Item 4: Mr Stavrou queried whether Miss Morrison had produced the report. Miss Morrison replied that following the meeting in October, this had been discussed with Mr Patterson. This had since then been discussed with Mr McGarry and Mr Gilbert, and Mr Gilbert is currently working on this. Mr Gilbert is temporarily employed at the school on a consultancy basis and has been asked to work on several financial projects. St Ivo has also had the services of Mrs Sue Weston, finance director who left a year ago to assist for one or two days in the finance department, as the director of finance and business resources had resigned in September.</p> <p>The governors discussed the visit of the audit that had taken place recently, this occurs annually. The governors were keen to establish possible methods of securing income (to be detailed in a financial plan) in order to secure</p>			

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	<p>additional funding to offset higher increases eg facility bills etc. The school would also wish to look into ways of attracting more students to the very successful sixth form.</p> <p>There were no further matters and the minutes were agreed as a true record of the meeting.</p>			
3	<p>October half term trip to India Two sixth form students, Eli Zaching and Ellie Greatorox made a very informed presentation to the governors. They explained that on arrival they had a four night stay in Delhi, and what a difference in culture!</p> <p>St Ivo School has ‘twinned’ with a school, The Hope Project, which takes poor children in from the ages of 4 to 18 years old and provides them with an education to, hopefully change their lives for the better. For a student to study at University it costs £300 and therefore the St Ivo students that visited The Hope Project wish to undertake some fund raising back home to enable to fund one student to be able to attend University. It is hoped to make this an annual fundraising scheme and the students have spoken to Mr Perry, Head of Sixth form regarding this; he is very happy to agree.</p> <p>Whilst at the school, the St Ivo students met the Indian students who were very excited and happy to receive them. They attended one or two lessons, an art class and something called ‘laughing’ yoga which is meant to relax the body, take away all the stress and make you feel happy. Eli and Ellie explained that they are keeping in touch with the students, they made many friends and it is hoped that the students might be able to visit this school next year. The school encompasses all the six religions.</p> <p>The festival of Divali had ended a week earlier and the paintings and decorations were still around and there were fireworks too.</p> <p>Prior to the trip the students had undertaken some fundraising at St Ivo and a contribution from the non-uniform day held in October was also available to pass on to the Project. Due to the fact that the contribution was not from a company, the Project can use this on items that they most need eg clothes for the children etc.</p> <p>Extract from an entry from the Project:</p> <p><i>“The visit turned out to be a great success and we are thankful to Ms Elisa who brought her students here and we hope to see them back and wish them good luck”.</i></p> <p>The governors thanked the students for their most interesting presentation. The students had produced an excellent Powerpoint presentation of photographs portraying life in India, the wealthy areas and the slums.</p>			
4	<p>New Headteacher Position - Update Mr Newton had circulated a paper with the agenda detailing suggestions for the process for appointing a new headteacher. This information had been taken from the documentation compiled in January 2013 when seeking a replacement head for Howard Gilbert.</p> <ul style="list-style-type: none"> • Advert: Maureen Cooper, from EPM at the recent Strategy Group meeting had suggested that the advert for a headteacher to start in September 2015 should be included in TES the first two weeks of January, 2015. Interviews to follow prior to February half term. • Salary range: The school is placed in the top range, namely Group 8, formerly this range contained 7 incremental points (under the previous leadership scale prior to the new format). Mr Newton suggested that the school should adhere to the 7 point range in order to allow for incremental awards on performance, namely L37 to L43. New regulations in the Teachers Pay and Conditions document state that a headteacher’s pay range and any additional payments do not exceed the headteacher group by more than 25% (other than in exceptional cases). • Advisers: two advisers had been appointed to assist the Selection Panel for the interviews in February 2013. The governors agreed that the advisers had been very beneficial and that it would be appropriate to 			

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	<p>engage the services of advisers for this next appointment.</p> <ul style="list-style-type: none"> • Short listing: it was agreed at the Strategy Group meeting held in November that ALL governors should be invited to shortlist and that this should take place in school with all governors who wished to be part of the process present. • Interviews: The interview process would normally be undertaken over two or three days, depending on the number of candidates short listed. Mr Newton's report detailed the programme formerly used. The governors discussed this procedure. <p>Mr Newton reported that he would be happy to complete the work on the draft application pack and advertisement. These would need to be ratified by the Strategy Group committee next week in order to meet the deadline of Thursday, 19 December for placing the advertisement with EPM. An invitation was extended by the chair to all governors, to attend this meeting if they wished to be involved.</p> <p>ACTION: A Strategy Group meeting to be arranged.</p>			
5	<p>Induction and Involvement of New Governors</p> <p>Mr Speer introduced this subject stating that all governors had areas of expertise to bring to the governing body. The structure of the governing body was as follows:</p> <ul style="list-style-type: none"> • 1 LA governor • 8 Community governors • 3 Staff governors and • 7 Parent governors • Headteacher <p>It was recognised that becoming a parent governor for the first time and to be acquainted with school matters, eg finance, curriculum, premises, personnel or student welfare and community, was very demanding. Schools have to follow strict regulations and time is needed to understand them. It is therefore imperative that the parent governor becomes 'inducted' as soon as possible.</p> <p>Currently when a new governor is appointed:</p> <ul style="list-style-type: none"> • Mrs Campbell, as chair of governors and the headteacher meet with the new governor to explain procedures etc • A welcome pack is sent from the County Governor Services at Cambs County Council • Initial training is also available from Governor Services <p>All governors receive:</p> <ul style="list-style-type: none"> • Details of training events that are sent through to the clerk covering different topics via email. <p>New governors are usually consulted on the committee area that they would like to represent, however, this sometimes is determined by vacancies in certain groups.</p> <p>Mr Speer suggested that it might be most beneficial to schedule an informal meeting in the initial stages of a governors' term of office where the new 'recruit' could introduce themselves and their interests. Likewise the members of the governing body could reciprocate.</p> <p>Mr Glanville, (parent governor in December 2013) also suggested a new governor could be assigned to an experienced governor to 'work shadow' enabling any queries to be directed specifically to them.</p> <p>'In-house' training eg conducting mock interviews, safer recruitment etc are also arranged when required.</p> <p>ACTION The governors agreed the areas discussed above were very good concepts and should be implemented.</p>			

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6	<p>ICT Policies The following documents had been circulated with the agenda:</p> <ul style="list-style-type: none"> • <i>Whole School ICT policy</i> – incorporating E-safety and acceptable use (Reviewed Dec 2014) • <i>Student Use of ICT</i> – acceptable use (Reviewed Dec 2014) • <i>Staff Use of ICT</i> – acceptable use (Reviewed Dec 2014) • <i>iPad</i> – acceptable use (Reviewed Dec 2014) <p>The policies were presented to the full governing body meeting as they involved all governor committees and were not specific to any one area.</p> <p>Mr Ward, ICT Manager, was asked to point out any significant areas/amendments made to the policies.</p> <p>Student Use of ICT</p> <ul style="list-style-type: none"> • All ICT staff are asked to be very responsible with regard to E-Safety and regularly remind students. • Mr Davies, assistant head also regularly reminds students in assemblies. • Mr Grey queried the last bullet point and suggested stronger sanctions ‘ and face other disciplinary consequences’. This was agreed and will be included. • Mrs Barnes queried cyber bullying. Mr Ward stated students were also reminded of the dangers of this in assemblies. Miss Morrison reported that most incidents of cyber bullying occur from mobile phones or when students are not in school using their own sources of hardware. <p>iPads</p> <ul style="list-style-type: none"> • Formerly staff had to contribute £100 towards the cost of an iPad and this was then retained by them. • Agreement has now been made that staff will not contribute £100 and due to this new arrangement, it has been agreed that their iPads will not be updated with newer models released. • When leaving, staff will need to return their iPad which will be recycled and issued to new staff. <p>ACTION: The policies were agreed by the governors.</p>			
7	<p>Reports from Committee Chairs</p> <p>Premises: Mr Mead Mr Mead reported that there had been a lot of work undertaken during the summer including the installation of replacement windows in Main Block. It is hoped that a significant saving will be made on fuel costs over the coming winter months and this will be monitored. Funding for this work had been received through a successful bid, a grant from the EFA (Education Funding Agency).</p> <p>The bid for the Performing Arts block submitted with the Window bid last year had been turned down, by just two points. All the necessary drawing work had been completed and planning permission was approved during the initial bidding process. It has been agreed to bid again as so much of the ground work has been undertaken, however, the closing date for this is on Friday 19 December. Mr McGarry will be working alongside the team in school to submit a suitable bid. The school will need to contribute an amount of funding towards this.</p> <p>It is acknowledged that the school also needs extensive rewiring and it is hoped to submit a bid to EFA next year.</p> <p>Student Welfare and Community – Mrs Lynn Discussions have taken place on:</p> <ul style="list-style-type: none"> • E-safety and the possibility of holding a parents’ information evening on this topic. • Using the school website to promote achievements by the school <p>A presentation had been made by Miss Sherwood and Mr Varey on school uniform and behaviour. It is felt that behaviour has improved with the introduction of the Reflection Room. The committee wished to know if the students</p>			

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	<p>who misbehave but are not sent to the Reflection Room are monitored? subject specific work so that they do not fall behind with their courses.</p> <p>The committee would like to receive reports on:</p> <ul style="list-style-type: none"> • Safeguarding and child protection, child protection referrals • Exclusions • Referrals to the Reflection Room • Students' attendance <p>It was also hoped that the PCSO (police community support officer) could attend a meeting to update them on topical issues especially relating to personal safety and communication.</p> <p>ACL (Adult and Community Learning), this area is doing very well with a high variety of classes being well attended.</p> <p>Mrs Campbell informed Mrs Lynn that child protection and referrals are audited by the headteacher and herself (as link governor) in June on an annual basis and a report sent to the Cambridgeshire County Council. This audit is reported to the governing body at their meeting in June each year and not to individual committees.</p> <p>Personnel – Mr Newton</p> <p>Mr Newton reported that the terms of reference had been agreed. Reports had been received regarding:</p> <ul style="list-style-type: none"> • Staffing update • Safer recruitment policy and audit • General policy reviews including Teacher Pay and Conditions • Appraisal for teaching staff and the procedure that had been completed. Currently there are two members of staff who have not received an appraisal, this will be concluded shortly. • Recommendations for threshold made by Mr Patterson (moving to UP1, UP2 or UP3). These were all agreed. <p>Discussion had taken place on the Appeal position (should teachers appeal against their appraisal) as Mr McGarry was now acting headteacher and had been fully involved in the appraisal process.</p> <p>Policies: Mr Newton reminded governors to check their committee's policies as several still referred to the Local Authority and St Ivo School had been an academy since August 2011.</p> <p>Finance – Mr Speer</p> <p>Mr Speer reported the current position in the finance department since the Director of Finance's departure in September. The department had been working very hard to keep up with their commitments.</p> <ul style="list-style-type: none"> • The annual audit has been undertaken over the last few weeks for the academic year 2013 – 2014 in preparation for the Annual Accounts return to Companies House by 31 December 2014. A letter applying for an extension had been sent to Companies House which had been turned down. There is still work to be done to achieve this and Mr Glanville had kindly volunteered to assist with this, working with Mrs Attersall and Mrs Jest. • Mr Speer reported that between now and the end of term, Friday 19 December, the Full Governing Body will need to approve these accounts so that they can be filed. Mr Speer suggested that as it was hoped to schedule a Strategy Group meeting next week that this could also incorporate a full governors' meeting to agree the accounts. If was acknowledged that if governors could not be present that they could email to say they agree/disagree with the recommendations. Any queries regarding the accounts should be referred to Mr Glanville. • Mr Speer informed the governors that the recent interview for the director of finance had not been successful as the post, previously at deputy head, level had been regraded. It was thought the job specification contained too many responsibilities over wide ranging areas ie finance, premises, support staff, personnel and researching and managing bids that one person could not undertake appropriately. The revised draft job 	<p>Year 11 students attending the RR receive</p>		

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	<p>description for this post has been forwarded to EPM for grading to the appropriate pay scale. It is hoped to advertise again soon after the Christmas break. It is envisaged that with the right candidate and given two or three years' experience in the school that they would progress to assistant head level with more challenging responsibilities.</p> <p>Mrs Campbell thanked the chairs for their reports and thanks were extended to Mr Glanville for his help with the Annual Accounts.</p>													
8	<p>Headteacher's Report</p> <p>The governors acknowledged all the excellent achievements of students contained in the report and passed on their congratulations to all concerned. Mr McGarry drew their attention to the figures contained under IVOVIEW regarding the results of an on-line survey offered to parents/carers during all parents' evenings:</p> <table border="0"> <tr> <td>My child is happy at this school</td> <td>97%</td> </tr> <tr> <td>My child feels safe at this school</td> <td>96%</td> </tr> <tr> <td>My child makes good progress at this school</td> <td>96%</td> </tr> <tr> <td>My child is well looked after at this school</td> <td>90%</td> </tr> <tr> <td>My child is taught well at this school</td> <td>91%</td> </tr> </table> <p>Mrs Lynn reported that the maths department had also been undertaking some special events.</p> <p>ACTION: Mrs Gosling to be contacted for the items to be included in the headteacher's end of term Newsletter.</p> <p>A governor reported that the recent letter regarding the current situation at St Ivo had been well received by the primary schools.</p> <p>Staff leaving</p> <p>Mr McGarry reported that Mr Daugherty, maths teacher would be leaving at the end of this term. Mr Gray had also resigned and would be leaving for Japan at the end of the Easter term. Mr and Mrs Booyesen had had some very sad news recently and they had returned to South Africa to assist. Ms Marshall, science teacher had returned from maternity leave on Monday 8 December and Mrs Hall, teaching assistant was due to return from maternity leave on Tuesday 16 December. Mrs Wood will be taking maternity leave at Easter.</p> <p>Mrs Lynn reported that the SIP (School Improvement Plan) on the website was the year 2013 – 2014 model and this needed to be updated. Mr McGarry and SLT are already aware of this and discussions are taking place. The updated model should be available on the website very shortly. The SEF (School Evaluation Form) also needed to be available on the website.</p> <p>Mr Stavrou stated the RaiseOnline figures were published on Friday, 5 December and that it would be very beneficial to receive a report. Miss Morrison reported that the FFT breakdown of results is available in school.</p>				My child is happy at this school	97%	My child feels safe at this school	96%	My child makes good progress at this school	96%	My child is well looked after at this school	90%	My child is taught well at this school	91%
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9	<p>AOB</p> <p>Mr Stavrou enquired about the school's complaints procedure. At this present time, five complaints had been received following the departure of Mr Patterson, one against the chair of governors and four against the governing body. The school's complaints policy on the school website was for the purpose of parents' complaints against staff members and school issues. This did not cover complaints against governors. A governor contacted the DfE to enquire where complaints regarding governors should be directed, they responded saying that:</p> <ul style="list-style-type: none"> Complaints against the chair can be taken by the governing body, a vote of no confidence can be cast in the position as chair but the decision cannot be taken to dismiss that person as a governor. 													

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	<ul style="list-style-type: none"> • Complaints against the whole governing body need to be addressed to the DfE as there is no area in the school's complaints policy where this is covered. Information was later received that these should be forwarded directly to the DfE or EFA (Education Funding Agency). <p>ACTION: Ensure complaints policy is reviewed to include the above information.</p> <ul style="list-style-type: none"> • Two parents who had attended the parents' meeting held on Tuesday, 9 December in the Burgess Hall, had stated that they had not received any replies to their enquiries regarding the departure of Mr Patterson. The governing body is to respond to these parents as soon as possible. • Following a discussion regarding the best way forward with regard to the current situation, the governors agreed to contact the NGA (National Governors' Association) to arrange an independent governing body evaluation. • Mr Speer wished to extend the governors' appreciation to Simon Crisp, who had returned as acting deputy head whilst Mr McGarry temporarily undertook the role of acting headteacher. The governors appreciated the support they had received from ex members of staff in assisting in various posts within the school during this current situation. • Mr Speer also stated that his term of office as community governor expired in February 2015 and that he would be willing to be re-elected. 			
	The meeting ended at 5.45pm	Date of next meeting: Wednesday, 4 March 2014		