



**ST IVO SCHOOL**  
**Minutes of the Governors' meeting**  
**held on Wednesday, 11 December 2013**

**Present:**

John Andrews  
 Judith Barnes  
 Sue Campbell  
 Carol Darnell  
 Charles Glanville  
 Stuart Grey

Joanna Grimmer  
 Chris Hillsdon  
 Martin McGarry  
 Ingrid Morrison  
 Claire Lynn  
 Mark Patterson

Tracy Roden  
 Philip Speer  
 Jim Stavrou  
 Anthony Ward  
 Duncan Woodall

**Sue welcomed the two newly appointed parent governors, Charles Glanville and Claire Lynn to the meeting. The parent governor election had recently taken place to fill two parent governor vacancies. There had been four candidates and following the ballot count this morning, Charles and Claire had been successful.**

**Philip arrived at 2.10pm and gave his apologies for the slight delay.**

	Main points discussed	Decisions taken and Action	When	By whom
1	<p><b>Apologies and Declaration of Interest</b></p> <p>Robin King, David Mead, Jane Moore, Frank Newton, Grace O'Reilly and Mark Sanderson.</p> <p><b>Declaration of interest:</b></p>	<p>There were no declarations of interest.</p>		
2	<p><b>Minutes and matters arising from the minutes of the Full Governors' meeting on 16 October, 2013</b></p> <p><b>Agenda Item 5: Exam results</b>            John reported that the following sentence on page 5... <i>"The students can also be entered for the exam in June, but the grade that they will be awarded will be the November grade, even if they achieve a higher grade in June"</i> was incorrect. Martin stated that the grade the students achieved in November is specifically relating to the entry for the school's statistics. If the students achieved a higher grade by resitting the exam in June, then this higher grade is what would be recorded on their exam certificate.</p> <p><b>Item no 7: Link Governors:</b> Sue stated that governors had been allocated their specific areas. It would be interesting to receive the reports at a full governors' meeting from individual governors at a later date. The new governors will be allocated areas at a later stage.</p> <p><b>Item no 9 AOB: IVOLUTION</b>            Sue, Mark and Jim had attended IVOLUTION, the dance show held in November, which had been very successful and all seats taken at both evenings. Comments from the floor were very favourable and the governors stated it had been a very high quality show. Tracy reported that the Burgess Hall had been provisionally booked for November again next year for the dance show.</p>			

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	<p><b>CHRISTMAS SOCIAL EVENT: Tuesday 10 December</b> Sue reported that this had been a very good evening.</p> <p>With the amendment above, (Exam Results), the minutes were taken as a true record of the meeting and would be signed by the chair of governors accordingly.</p>			
3	<p><b>Accounts and Academy Articles of Association</b> Philip reported that the accounts for the year ending 31 August 2013 require to be approved by the governing body. These had been presented and examined in great detail at the finance committee on Monday, 9 December where it had been resolved to approve the accounts and to recommend they be formally approved by the full governing body today.</p> <p>Philip formally proposed the approval of the accounts, this was seconded by Chris. All governors were in favour.</p> <p>The Academy Articles of Association will be taken at a further meeting of the full governing body once received from Winkworth Sherwood, the Academy's solicitors.</p>			
4	<p><b>Terms of Reference</b> Four of the five sub committees had presented their terms of reference to this meeting for ratification by the governing body:</p> <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Finance</li> <li>• Personnel</li> <li>• Premises</li> </ul> <p>These were carried.</p> <p><b>ACTION: It was noted that the terms of reference for the student welfare and community committee would be submitted to the full governing body at a later date as they required further discussion.</b></p>			
5	<p><b>Premises: Boiler</b> Tracy, Director of Business and Resources at St Ivo, reminded governors of the situation during the summer and the requirement to reappoint contractors as a result of some further need for upgrading gas pipe works. CPS, Cambridge Piped Services were awarded the contract. Governors had been informed by email from Tracy on 18 November, 2013 and asked for their approval; 14 approvals were received to proceed. The work is now progressing very well and the school has until March to complete this.</p>			
6	<p><b>Headteacher's Report</b> Mark reminded governors that as suggested at the meeting in October, his report would essentially be an update of progress against the School Improvement Plan. The column, '<i>How are we doing?</i>' has been recently updated for the purpose of this meeting. Governors were given time to read through the report as Charles and Claire had only been elected this morning and thus just received the report. Mark enquired if there were questions?</p> <p><i>1g Intervention: Pupil Premium</i> Duncan perceived that the term 'pupil premium' was very wide ranging and could be of a creative nature. He enquired whether St Ivo was exploring the widest possible range?</p> <p>Mark replied that section 1f featured intervention in general. Students eligible for the pupil premium make good</p>			

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	<p>progress in their learning. For the academic year 2012 – 2013, the gap between pupil premium students and their peers was smaller at St Ivo because overall attainment was low. Simon Crisp, assistant head is responsible for this area and would like governors to receive essential information in order to be able to engage with Ofsted inspectors should the school receive notification of an imminent inspection. Simon had produced a paper, a briefing document, which gave a comprehensive account of pupil premium. Included in this was a section, headed '<i>Key action for teachers in relation to students in receipt of the pupil premium</i>'. St Ivo acknowledges that it needs to progress in its accountability of students and to produce a database with regard to recognising who the eligible students are and to ensure that all these students are receiving intervention in one context or another. Presently, the database is in draft format and the need for urgent completion is paramount. Once completed this will be presented to the curriculum committee. The range of support for each pupil will be identified and logged. Ofsted will investigate how the funding is being utilised.</p> <p><i>1a3 Establish a system of coaching to ensure support and challenge for all teachers whose teaching is not yet typically 'good'.</i> Judith enquired if there were specific staff who would be mentors. Mark reported that as a result of recent subject reviews, it was noted that there were some staff who needed support in order to raise their teaching to good. The quality of teaching was essential in order to raise standards. The recognised staff will be mentored to give them both challenge and support and to assist them in finding how they can further improve. There are several members of staff in the school who could offer this support particularly within the senior team.</p> <p><i>1c: Curriculum for attainment.</i> Jim enquired about the planned changes for options for KS4. Ingrid responded saying that discussions are under way in terms of additional courses that can be offered both Level 1 for students obtaining E to G, Level 2 and some departments implementing complimentary courses eg PE vocational course. Students could be directed according to how staff consider they will perform with each type of exam. St Ivo is also looking at other subjects areas:</p> <ul style="list-style-type: none"> <li>• D &amp; T Construction versus Resistant Materials and Graphics</li> <li>• Geography versus Travel</li> <li>• Business Studies versus Retail</li> </ul> <p>35 option choices will be available. The school is very keen to identify students' abilities regarding their particular option choice to ensure the interest of the student is matched so that they can achieve a pass. Discussions will take place with students and their parents to give advice on particular option choices.</p> <p><i>Jim enquired if the students can choose any 4 options?</i> Ingrid stated that currently they choose 4 options with guidance, some only undertake 3, some are involved with Study Plus and others Foundation courses. However, this will be altered in the future as the school identifies the students who need to secure English or Maths or both.</p> <p><i>Jim: Will EBAC be featured?</i> Mark responded by saying that this was currently not on the list of targets. The school wishes to encourage students and their parents to be aware of the consequences of the choices they are making. St Ivo would like to give the students and their parents as much guidance as possible to ensure that they succeed and secure their career pathway for the future. The school feels very confident that this can be achieved. Mark stated that he felt a good initiative would be to include Construction on the option list.</p> <p><i>4: Our School Ethos</i> Sue praised the school and related to the Head's message at the recent '<i>Meet the New Head</i>' meeting held on 2 December. This had been very well attended with over 150 parents/carers present. Mark's presentation featured the vision for the future regarding behaviour and students fulfilling their potential and the methodology in achieving this. Parents and carers can access this information from the website.</p>			
7	<p><b>Financial Matters</b> Philip reported that at the governors' finance committee meeting on Monday, 9 December, the following papers had been presented and approved where needed by the committee:</p>			

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	<ul style="list-style-type: none"> <li>• Accounts for year ended 31 August 2013</li> <li>• Management Letter</li> <li>• Letter of Representation</li> <li>• Value for Money Statement</li> </ul>	<p><b>ACTION:</b> Tracy reported that the accounts needed to be ratified and signed today in order to be forwarded to MacIntyre Hudson for submission to the EFA (Education Funding Agency) and Companies House.</p> <p>The governing body agreed same.</p> <p><b>2013 – 2014 Draft Environment Improvement Plan</b> There was already evidence of improvement all around the school:</p> <ul style="list-style-type: none"> <li>• New carpet in the main reception area;</li> <li>• The services of a professional photographer, the photos will be produced poster size and placed at strategic areas of the school;</li> <li>• The appointment of a day-time cleaner working 35 hours a week;</li> <li>• Temporary contractual cleaner to bring the school up to an acceptable health and safety standard;</li> <li>• Appointment of an extra site assistant.</li> </ul> <p>A large amount of the funding has been commissioned for the conversion of the community lounge into a ‘Reflection Room’, where students will be sent should their behaviour be unsatisfactory. A new community lounge is to be constructed in the reception area of The Leys block. It is hoped all the works will be completed by Friday, 3 January 2014, and ready for operation on Monday, 6 January, the day when the students return to school from the Christmas holiday period.</p> <p>The total committed cost stands at approximately £167,000.</p> <p>Other initiatives for improvement are shown in the discretionary column of the table and will be undertaken at a later date once Tracy has reforecast the figures for 2013/14 and only then following Finance Committee approval.</p> <p>Sue enquired if there would be a sufficient meeting area to accommodate the governing body meetings. Tracy replied that the new community lounge in The Leys would be sufficient for this purpose. New offices were also to be constructed for the ACL department and the Learning Environment in the reception area of The Leys.</p> <p><b>Capital Bid update:</b> a paper had been circulated with the agenda detailing the proposed bids. The opening date for this was 13 December to 31 January 2014; Tracy envisaged that she would be ready to submit St Ivo’s bid around 25 January. The proposal was for two bids, one for replacement windows and doors, and one for a new performing arts block to contain the areas of music, arts and dance. This will eliminate the mobile classrooms. It was hoped to move law, psychology and media into other school areas when their mobiles disappeared. Many surveys are being undertaken at present for building control and planning, which it is estimated will cost in the region of £3,000 to £4,000. If the school is unsuccessful in its bid the first time round, it will submit a further bid, as once the planning permission has been granted this will be available for several years. The success of the bid should be established around April/May. Tracy reported that the school has been advised to contribute funding towards the bid as it enhances the quality of the bid and also enhances the deliverability check because the majority of the building work has to be completed by a specified date. With the addition of the school’s funding, there would be the opportunity of using the summer term to complete the work to a high standard. The school has committed to contribute £100,000 for each bid which needs to be available at the time the bids are submitted. Tracy explained that the sum of £100,000 for each bid would not be exceeded.</p> <p>The bids will be assessed by criteria, 50% is on need; growth or condition. Tracy explained to the governors that condition would be a certainty as the school was using unsuitable accommodation, namely mobile classrooms. We are also hopeful that our curriculum analysis will clearly demonstrate need.</p> <p>Martin enquired if the recent flat roof work on the main block came from a different bid? Tracy answered saying that the funding was from last year’s capital fund.</p> <p>Judith asked if the female and male toilets in N block would be included in the plan and also the staff kitchen area in</p>		

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	<p>the N block staff room, as refurbishment was in great need in these areas. Tracy answered that it was envisaged to eventually complete all areas of need but that any work being undertaken needed to be completed 100% before pursuing any further project.</p> <p>Claire stated that it might be beneficial to place smoke alarms in the toilets as students were smoking and putting the cigarette butts down the toilets. Mark explained that in his previous school CCTV had been installed by the basins and this monitored any unsuitable behaviour which was soon eradicated. Martin explained that during this term a vigilant attendance of senior staff around the school at break and lunchtimes had deterred the smokers and obviously forced them to come inside.</p> <p>Duncan reported that he had seen two female students purchase cigarettes from the local petrol garage recently (they had been in uniform). The meeting was informed that retailers are prohibited from selling cigarettes to people under the age of 18. Mark reported that there is an issue with students smoking on the way to school and home again and during break and lunchtimes but it is hoped to eradicate this in time.</p> <p>Martin stated that the Balding Survey conducted by Years 8 and 10 reveals that the starting period for smoking is around the age of 14 and that the main gender is females aged between 13 and 18.</p> <p>Sue remarked that staff are encouraged not to smoke in or around the school and the number of staff smoking is minimal. The school had in its history two very significant fires. It was felt that installing smoke alarms would be beneficial:</p> <ol style="list-style-type: none"> <li>1 keep the school safe and</li> <li>2 identify the students who are smoking</li> </ol> <p><b>ACTION: The governors were asked to formally ratify the bids for the community lounge/ ACL and boiler house work. These were agreed.</b></p> <p>A governor stated that this past term had seen some major expenditure which had been carried through by governor approval via email. He wished to clarify that governors were happy with this decision as certain projects needed approval from a specific number of governors. There were alternative methods, eg reappointing the strategy group (comprising chair, vice chair and chairs of the five committees) to carry a motion forward. Following discussion it was unanimously agreed that the strategy group should be reappointed as currently our documented financial procedures dictate that all purchases with a value of £30,000 or more go to formal tender and the FGB approves the tender award.</p> <p><b>ACTION: The strategy group comprising chair, vice chair and chairs of all five committees to undertake extraordinary requests. Tracy to update Financial Procedures / Regulations.</b></p> <p><b>Stuart suggested that a minimum number for approving business should be formally adopted. This was agreed and it was carried that 5 members from the 7 above should be present to give approval.</b></p> <p><i>Charles enquired what would happen if a tender exceeded its limit and went over budget?</i> Tracy reported that as part of the tender process, detailed specifications are drawn up and priced for and generally there is a contingency element included. Providing the specification was not altered by ourselves, the price of the job must comply with the price quoted. If extra work was required over and above the specification, then this would have to have further approval before proceeding.</p>			
8	<ul style="list-style-type: none"> <li>• <b>Music Concerts - 26 November and 5 December 2013:</b> Sue reported that both were very successful and congratulations are to be given to the students and staff.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• <b>Arsenal Football Club:</b> Congratulations are to be given to Lisa Trigg, PE teacher, who has successfully obtained trials for two Year 7 female students with Arsenal football club at Colney.</li>   <li>• <b>SISA (St Ivo School Association)</b> Sue reminded governors that SISA, the PTA (Parent Teacher Association), had played a very important part in raising funds for the school over many years.  Unfortunately due to low interest and membership this had been disbanded two or three years ago. With Mark's new appointment it was felt to be a good time to see whether this could be reformed (excluding the teacher element due to work commitments). Mark was very keen on establishing a group to involve parents/carers in and around the school in various activities including fund raising.  Mark suggested the name '<i>Friends of St Ivo</i>' which could encompass parents/carers and students.</li>   <li>• <b>GCSE Presentation, November 2013</b> Duncan reported that the above presentation had been very successful.</li>   <li>• <b>Finance Committee membership</b> Philip requested more governor support for the finance committee.</li>   <li>• <b>PAN (Pupil Admission Number)</b> Mark informed the governors that a forecast had been</li> </ul>	<ul style="list-style-type: none"> <li>• Sue enquired whether the parent governors would like to give this idea some thought.</li>   <li>• Martin suggested that it would be beneficial to clearly establish the purpose of the group. It was therefore suggested that producing a set of Terms of Reference would cover this.</li>   <li>• Martin commented that some areas needed to be revisited to raise the standard still higher.</li>   <li>• With the appointment of the new parent governors their committee membership had already been decided. Charles will join Finance and Claire will join Curriculum. They will both be members of the Student Welfare and Community committee.</li> </ul>	<p><b>Current</b></p>	<p><b>Parent governors</b></p>

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	<p>received this week from the Local Authority. This had revealed a radical change to the forecast previously submitted by the LA which had prompted Mark to email the governors last week, suggesting that they lower their PAN number to 260 from 296 (296 includes out of catchment children).</p> <p>He stated that the new forecast showed that the school would reach its higher PAN number by 2015. This was perceived as very good news.</p>			
	Sue thanked everyone for attending and wished the governors a Happy New Year!			
	<b>The meeting ended at 3.30pm</b>	<b>Date of next meeting: Wednesday, 26 February, 2014.</b>		