



ST IVO SCHOOL
Minutes of the Governors' meeting
held on Wednesday, 16 October 2013

Present:

Sue Campbell
 Stuart Grey
 Chris Hillsdon
 David Mead
 Martin McGarry

Ingrid Morrison
 Mark Patterson
 Tracy Roden
 Mark Sanderson
 Philip Speer

Jim Stavrou
 Anthony Ward
 Duncan Woodall

	Main points discussed	Decisions taken and Action	When	By whom
1	<p>Election of Chair and Vice Chair Nominations had been previously received by email for Sue and Chris.</p>	<p>Chair: Philip proposed Sue and this was seconded by Chris.</p> <p>Vice Chair: David proposed Chris and this was seconded by Mark Sanderson.</p> <p>Sue and Chris thanked the governors for their votes of confidence and looked forward to working with Mark.</p> <p>Sue welcomed Mark and Tracy to the meeting.</p>		
2	<p>Apologies and Declaration of Interest</p> <p>Declaration of interest:</p>	<p>John Andrews, Judith Barnes, Jane Carter, Carol Darnell, Robert Dent, Joanna Grimmer, Rob King, Jane Moore, Frank Newton, Grace O'Reilly.</p>		
3	<p>Minutes and Matters Arising from the Full Governors' Meeting dated 26 June 2013</p> <p>Minutes of 26 June Agenda item number 9: Dual Use Update Philip reported the latest developments on the Dual Use issue regarding One Leisure Centre. He reminded governors that at the time of the meeting dated 26 June, St Ivo was working on the future management of One Leisure Centre and the Outdoor Centre and that, as a school, it would take a lease from the County Council and would sublet the facilities to Huntingdonshire District Council, who would manage and operate them. The school has reached agreement on the terms of these leases with the County Council and District Council.</p>			

	Main points discussed	Decisions taken and Action	When	By whom
	<p>In the meantime the school has negotiated with the District Council the terms of usage agreement; it has a 5 yearly contract with them. This has finally been agreed after 15 months of discussion. The school will be invoiced for year one, £134,000, significantly less than it is charged at the moment. The annual fee goes up 2.5 % on new bookings, in return the school will acquire substantially more use of the facilities during the school day and the use of the Burgess Hall within a specified period. The gym is unsuitable for the school's students' use and therefore this is not included in the terms. The school is very pleased with the outcome and perceives it is a good result. The Outdoor Centre is included in this agreement.</p> <p>Sue expressed special thanks to Philip and Tracy for their hard work. Tracy has met with Jonathon Clarke, the Centre Manager, who is looking forward to working with the school.</p> <p>Agenda Item 12</p> <ul style="list-style-type: none"> • Sue thanked the governors who came to Howard's leaving party. • The end of year assemblies for each year group had been very successful, but unfortunately the final end of year assembly on the last day had had to be cancelled due to the very hot weather. • Martin stated that the awards usually presented at the final assembly had been presented in this half term's year assemblies and for those students in the sixth form who had left, would be presented to them at the Sixth Form leavers Cheese and Wine occasion to be held in December. Some awards would also be presented at the GCSE certificate event to be held in November. <p>The minutes were agreed as a true record of the meeting.</p>			
4	<p>Vision, Strapline, draft School Improvement Plan and initial priorities</p> <p>Mark outlined the following:</p> <p>Vision: <i>to enable all our students to fulfil their potential</i></p> <p>Strap-line: <i>Fulfilling potential</i></p> <p>Draft School Improvement Plan (SIP): this had been attached with the agenda and outlined the priority areas to develop throughout this coming academic year.</p> <p>Mark explained that the plan had been presented to the governors and SLT (Senior Leadership Team) only. Mark wished to hear the governors' response and welcomed any feedback, which together with that from SLT would be incorporated into the next draft, version 2. Jim had already responded with some helpful feedback.</p> <p>At the start of the new term at the training days in September, Mark had spoken to staff about the three main priorities to move St Ivo forward:</p> <ul style="list-style-type: none"> • Ensure outstanding behaviour throughout the school; • Ensure outstanding teaching and learning throughout the school; • Ensure the environment for learning is clean and tidy, fit for purpose, stimulating and safe; <p>Structure of the document: Mark would welcome governors' comments as to how they would wish to engage with the SIP. He stated that he would like to continue to use the SIP as the basis of his Headteacher's report, the advantage is that it is always a 'living' document, a report on St Ivo's progress. He perceived that the document was the force that drives the school. Mark referred to the column on the right, '<i>How are we doing?</i>' and reported that at the next governors' meeting the expectation would be to see what has happened since the last meeting. This column will consistently change, whereas the 'Key Actions' column might change once a year, as Sir Michael Gove changes his priorities. For example, our current Year 9 cohort will not be measured on their achievement of 5 GCSEs including English and Maths. Michael Gove is now stating that from 2016, it will be judged on students' best 8 results across a range of subjects, but mainly academic subjects, rather than just 5 results. The SIP will therefore need to be addressed again.</p>			

	Main points discussed	Decisions taken and Action	When	By whom
	<p>Mark asked if there were any questions.</p> <p><i>Jim enquired how the Governors would work with the SIP? Would some of the key aspects be included within the remit of the subcommittee groups? Mark agreed this would be the case in some areas, e.g. priority 1 would be assigned to the curriculum committee. David stated that the premises committee had already discussed priority 3 at their last meeting.</i></p> <p><i>Stuart remarked that he thought it was a very good plan. He queried the ‘outstanding behaviour in lessons’ and how this would be measured. Mark stated that on the ‘on call’ rota system for SLT and heads of year, students’ behaviour was constantly being monitored. He said that behaviour was good rather than outstanding in lessons but that this standard slipped slightly during break and lunch times.</i></p> <p>Martin stated that Ofsted continue to make significant changes to the Inspection Framework in relation to behaviour and one such change has been since the beginning of the week. <i>There should be no misbehaviour in any lessons.</i> Mark stated that now a grade 1 could be achieved only if students demonstrated in their lessons, ‘<i>a thirst for knowledge and a love of learning</i>’.</p> <p><i>Mark Sanderson, chair of curriculum, agreed the SIP was very good and queried time frames of the expected priorities. How would the governors know what the time frames are? How would the achievements be measured? Mark answered stating that the majority of the time frames were based on this year and that if at the end of the current year, targets had not been met with regard to time frames, then these would be reviewed for the next year. He felt confident that by the end of the year most of the actions would be implemented.</i></p> <p>Jim suggested that the pupils in the school would be able to comment readily on behaviour by conducting a survey.</p> <p>Philip agreed with fellow governors’ comments in that it was an excellent plan and very ambitious for one school year but he understood the strategy to implement as many new strands as possible and that Mark would have the support of the governing body in this. However, Philip stated that from a governor’s point of view, one of the areas that as governors they need to do in linking in with the SIP, is to look at the financial implications within it. He suggested that a version is produced with a note of the financial implications, in order to be operating comfortably within the existing available resources.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Mark to draft version 2 with feedback comments from governors and SLT tracked in red. Governors should refer to the red tracking only. This was to be completed by Mark and ready for distribution to the governors as soon as possible. The governors agreed to return any comments speedily. Mark wished to distribute the plan to all staff but required the governing body’s approval. Sue stated that once approved by the governing body via the email this could be distributed to the staff. This was agreed. • Time frame of actions to be included in the above version, draft 2. • Mark to add another column on the right (financial implications) of the SIP <p>The aim of our school: <i>Our aim is to provide an outstanding education.</i></p> <p>Mark reported that he had already discussed with SLT the possible interpretations of ‘Outstanding Education’, of which there are many. A document describing what we mean by an ‘outstanding education’ would be shared with the governors at a later date.</p>			
5	<p>Exam Results</p> <p>Alan Davies presented a Powerpoint presentation on exam results. Alan had taken over responsibility for this from Ron Carr, following Ron’s resignation due to retirement at the end of the summer term. A very comprehensive account had been emailed to governors in the summer holiday from Ron following receipt of the exam results. Alan stated that the school was still checking these for accuracy with a document forwarded from Cambridgeshire. Inaccurate figures accumulated to 19% (this is EBAC – this did not include the geography exam results) and there</p>			

Main points discussed	Decisions taken and Action	When	By whom
<p>are more changes expected. Changes have been incorporated and checks will be undertaken again in January with the statistics. There have been a small number of re-marks, most of which have not had an impact on the statistics but have been very good news for the individual students, some being upgraded from D's to B's! Two students will no longer have to resit an exam in November.</p> <p>GCSE (and equivalents) Slide 1: The GCSE results were very disappointing this year and it is noted that rapid improvements need to be made. The 5+A to C figure including English and Maths was 56.6%, markedly down on the predicted figure. The school will need to be cautious and work on improving next year's results.</p> <p>Slide 2: this shows the figures in chart format.</p> <p>Slide 3: Alan stated the low figure was not expected and that the following factors could have contributed to this:</p> <ul style="list-style-type: none"> • Higher than normal amount of student turnover in Year 11 • Higher than normal amount of students EOTAS (8 students) <p><i>Sue enquired whether the figures for the current Year 11 compared more favourably than last year's?</i> Alan replied that this information is not available at present for this year's cohort of Year 11. Teacher and attainment reports are currently being produced for Year 11 students. There is a small problem with the FFT (Fischer Family Trust) as it bases its information on KS2 maths and English level results. Therefore if there is a student from outside the UK, this information is not available. Alan has introduced a new system this year whereby data is available, external data is included from the teachers, head of year and SLT. The SLT link person meets with heads of department and discusses this.</p> <p>Sue suggested that if predicted grades are comparably lower, then intervention needs to be implemented. Mark stated that external intervention is being undertaken and that students' attainment levels in English and maths determine whether they receive this assistance. The heads of department have been approached and asked how can the school support you? Where do you need help?</p> <p>Slide 4: Alan reported the school had been surprised at the results, especially with the following:</p> <ul style="list-style-type: none"> • 44 students achieved maths and not English and 12 of these did not achieve 5+ <p>Alan stated that all the current Year 11, except for a few students, have been entered for the November English exam. This is due to the fact that the students have completed 2 pieces of coursework which the exam board state can only be used towards this November exam. After this exam, coursework will no longer be included. 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. However, for the league tables this will not apply. The government made this stipulation regarding the inclusion of the coursework halfway through the course; this is just one example of how schools are struggling to keep up with legislation. Many of the other schools within Cambridgeshire have also elected not to take up the November sitting, in light of the 'first attempt' being the one used in the league tables.</p> <p>Mark explained that the league tables next year might be affected if the November results are unfavourable. However, John Andrews is confident that he and his department can encourage the students to do very well.</p> <p>Maths: Year 11 students in the middle set will be sitting the exam in November to try and obtain a minimum of a C grade. There were one or two students in last year's Year 10 cohort who took this exam in the summer 2013. If they did not obtain a C grade then they are entered again.</p> <p>Slide 5: This shows how St Ivo has performed nationally over the last three years. The school needs to perform well next summer so that the league tables do not dip any further and hopefully figures can be raised.</p> <p>Slides 6 and 7: These explain Go4Schools and parents are encouraged to become more involved. Results can be analysed to a higher degree and much more information is available. This new programme has been working very efficiently and effectively and the school is very pleased with its performance. Members of SLT are able to scrutinise their link department's data in order to ascertain their effectiveness.</p> <p>AS Results</p>			

	Main points discussed	Decisions taken and Action	When	By whom
	<p>These too are slightly down on last year. 11 students did not achieve any grades and 10 students did achieve E and U grades. 12 students are retaking Year 12 and this is a very unusual situation as these students were from the highest ever achieving cohort of GCSE students at St Ivo.</p> <p>A2 These results were very positive and there were some extremely happy students on results day.</p> <p>Sue thanked Alan for his very informative presentation.</p>			
6	<p>Academy Articles of Association Philip reminded governors that they were familiar with the process that was undertaken by the school in compiling the Articles of Association in order for the Academy conversion in August 2011. These are both the constitution and rules. The documentation associated with this had been distributed with the agenda via email. Philip stated that there were four key changes to the Articles:</p> <ul style="list-style-type: none"> • The removal of the right of the Secretary of State to appoint Director/Governors, with the effect that intervention is now solely governed by the Funding Agreement; • The removal of the obligation to appoint a Company Secretary, which is not required under Company Law; • The removal of the obligation to hold an Annual General Meeting; and • The freedom to make changes to the Articles without the Secretary of State's consent. <p>The governors needed to approve these changes as a governing body in order for the school's solicitors, Winckworth Sherwood to forward to the Department of Education for approval. When granted the school can formally adopt the new Articles.</p> <p>Philip reminded governors that they had made a policy decision when the school had become an academy that every member of the governing body would be a member of the trust and therefore a director. The governing body needs to approve the changes before instructing Winckworth Sherwood to present the Articles.</p> <p>ACTION: The members agreed to approve the changes. Philip is to instruct Winckworth Sherwood to proceed. When the Articles of Association are returned from the DfE, a 75% majority of the governing body will need to vote to agree to adopt the changed Articles.</p> <p>Written Resolutions of St Ivo School: All members of the governing body will need to sign this paper once the Articles have been returned.</p>			
7	<p>Link Governors Mark explained that he is keen to promote this within the governing body (individual governors to link with departments/areas of the school). This had also been discussed in a previous curriculum governors' meeting prior to the end of the summer term. A list had been distributed with this agenda detailing several areas that still remained to be linked to a governor. The suggestion was made and agreed that governors who had formerly been teachers or a head of department should link with a different subject department.</p> <p>ACTION: It was proposed and agreed to send an email suggesting various links to the governors who were unable to attend today's meeting.</p> <p>Mark stated that this concept had worked admirably at his former school and that a good working relationship had been promoted between the governors and departments they linked with in particular. The suggestion was that governors spent a minimum of one day per year within their area e.g. either attending lessons, meeting with the head of department, chatting to the students etc in order for them to gain experience and a general feel for the school, its ethos and its 'well-being' and the learning environment created by staff and students. It also was an opportunity for staff to meet the governors. However, it was acknowledged that some governors might find this difficult if they have other commitments.</p>			

	Main points discussed	Decisions taken and Action	When	By whom
	<p>Mark suggested that a protocol for governors' visits should be produced. Mark (Sanderson) stated that a protocol had already been produced and perhaps a copy could be passed to Mark to view by Jane.</p> <p>Governors should inform Jane of the following to enable visits to be recorded:</p> <ul style="list-style-type: none"> • Date and time of visit • Duration • Content of visit e.g. meeting head of department, attending a lesson <p>A short monitoring report would need to be completed at the end of each year by governors and reported on at a future full governing body meeting.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • The protocol of governors visiting the school should be passed to Mark. • Once links have been established, Jane is to inform the head of department who will liaise with their designated governor. • Produce a new Link list indicating areas/departments that should only be included and distribute with an email to all governors. • Send suggestions of possible links to those governors who were unable to attend today. 			
8	<p>Headteacher's report to the Governing Body</p> <p>Mark explained that for today's meeting he thought the governing body would be interested in a report based around what Ofsted might reveal at this present time. He pointed out that Ofsted would be unlikely to change the judgements ranging from 1 – 4. In future Mark suggested that his report would be an update on the SIP.</p> <p>Mark asked if there were any questions from the floor.</p> <p><i>Duncan queried behaviour and its impact on achievement and development within the classroom.</i> Mark stated that Ofsted visit schools for such a short period of time; they have already accessed Raiseonline data and are intending to test the criteria. Good behaviour leads to a good learning environment; this is the driving force and is fundamental in raising achievement. Behaviour is a function of the quality of teaching. If teaching is outstanding, then students tend to respond by behaving well. Less experienced teachers usually tend to find behaviour a challenge, until they have 'honed' their skills.</p> <p>Sue acknowledged that it was important to mentor and support NQT (newly qualified teachers) in their early years.</p>			
9	<p>AOB</p> <ul style="list-style-type: none"> • South Pacific (February 2014 at the Burgess Hall). Sue informed governors that rehearsals are now taking place for the next school production. Students and staff are both very enthusiastic. • Ivolution, the dance show, is being held at the Burgess Hall on 19 and 20 November. This promises to be very good. • Christmas Social: The school's Christmas social for all governors and staff will be held on Tuesday, 10 December at the Burgess Hall, 7.00pm for 7.30pm. All governors are cordially invited. • Full Governors' meeting: proposal to change the time Mark enquired if the governors would agree to change the time of the meeting from 2.00pm to 6.00pm. This would enable governors more freedom to attend meetings. <p>ACTION: Jane is to send out an email to all governors enquiring whether they agreed with the proposal and their preferred days for the meeting.</p>			

	Main points discussed	Decisions taken and Action	When	By whom
	The meeting ended at 3.50pm	Date of next meeting: TBA		