



**ST IVO SCHOOL**  
**Minutes of the Governors' meeting**  
**held on Thursday, 18 December 2014**

**Present:**

Judith Barnes  
Sue Campbell  
Simon Crisp  
Carol Darnell  
Charles Glanville  
Stuart Grey

Chris Hillsdon  
Robin King  
Martin McGarry  
David Mead  
Ingrid Morrison  
Frank Newton

Mark Sanderson  
Philip Speer  
Jim Stavrou  
Anthony Ward

*This was an 'extra-ordinary' meeting combining the Strategy Governors' Group and Full Governors Group meetings.*

**1**      **Apologies**  
Jane Moore, John Andrews, Claire Lynn and Duncan Woodall

**2**      **Strategy Group meeting** (all members of the Governing Body had been invited to attend)  
Mrs Campbell welcomed everyone explaining that this 'extra meeting' had been called to:

- a) Agree the Annual Report and Financial Accounts to be submitted by the auditors to Companies House by 31 December, 2014.
- b) Agree the final draft of the advertisement and pack for the new Headteacher appointment

**a) Annual Report**

Mr Glanville reported on the process. All governors had been issued with copies of the Report and Accounts prior to the meeting. Mr Glanville stated that McIntyre had omitted to include two statements from the school in response to the two points detailed below in the Auditors Management letter regarding:

- Page 9 DBS: *(there is no policy for how often DBS checks should be made).*

Mr Newton replied that DBS state there is no actual period of time laid down to review DBS checks. This will be discussed at the next Personnel Committee meeting in the new year and the decision made as to the regularity of reviewing personnel DBS checks.

- Page 10 Salary Adjustments: *(no checks are made to ensure personnel files are being updated with all relevant pay changes).* Mr Glanville reported that currently only teaching staff files do contain the specified information on an annual basis for non-teaching staff this will need to be implemented.

Mr Glanville stated there was also the requirement to produce a Foreign Currency Policy.

There were no questions from the floor. Mr Newton thanked Mr Glanville and the finance department for all their hard work in producing these documents.

	<p><b>ACTION: The governors were required to formally adopt the Accounts and the Report. This was proposed by Mr Newton and seconded by Mr Mead. All governors were in agreement and this was carried forward.</b></p>
<p><b>3</b></p>	<p><b>Appointment of new Headteacher</b></p> <p>Mr Newton had, together with Mr Ward, produced the advertisement and application pack for the new Head Teacher appointment. Documentation had been circulated prior to the meeting.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> <li>• <b>Advertisement:</b> All governors were very pleased with this. Mr Ward reported that parental approval had been received for the use of the photographic image of the student on the advert. Student names will not be included. It was also pointed out that approval should be sought for the student in the background although this image was not truly in focus. If this is not available then the image to be deleted.  <b>ACTION: Governors approved the advert subject to the points above and the placement in TES hard copy, TES on-line, EPM and St Ivo School websites. This will be placed in TES on Friday 9 January, 2015.</b></li> <li>• <b>Timeline:</b> this outlined the dates for specific activities regarding the process. There were two options available and the governors observed both, noting that Option 1 was the agreed choice as this allowed time for a second advertisement to be placed should the need arise. It was agreed by the governors to discuss the selection process and interview details after the Christmas break.</li> <li>• <b>Application pack:</b> St Ivo School Welcome page: This had been rewritten by Mr McGarry.  <b>ACTION: An amendment was needed to the fourth paragraph, second line, the 'long-standing partnership between the six schools, this should be seven schools'.</b>  All other information regarding Headteacher Person Specification and Job Description had been supplied by EPM.</li> <li>• <b>Letter from chair of governors:</b> Mr Newton reported that amendments to this were needed.  The signatory of this letter to be discussed later.</li> <li>• <b>Adviser:</b> this item was discussed.  Recommendation had been received from EPM regarding Mr Robin Gildersleeve.</li> </ul> <p><b>ACTION: The governors agreed to contact Mr Gildersleeve regarding the appointment and to invite him to visit the school for an interim discussion with a governor and the head and to receive a tour of the school.</b></p> <p><b>Mr Newton to inform EPM of the decision above and the outcome to be circulated to governors once received.</b></p> <p>Thanks were extended to Mr Newton and Mr Ward for their work on this.</p>
<p><b>4</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Letter received from EFA regarding a letter of complaint from a parent</b>  A response to this letter addressed to the chair of governors had been compiled. This was discussed at the meeting.  <b>ACTION: All governors agreed that it was a very good letter and that this should be sent to the EFA tomorrow prior to the Christmas break.</b></li> </ul>

- **NGA (National Governors' Association)**

Mr Ward updated governors on the recent request for a review. The officer from NGA has detailed the process which is:

- A scoping meeting with head, deputies, chair of governors and two governors, plus the clerk to undertake a self review (1 – 1 ½ hours). The available dates offered by the officer were Friday, 9 January, Monday, 12 January, Monday, 19 January and Friday 23 January. Proposals were put forward that Messrs Newton, Mead, Speer and Stavrou with their vast array of experience would be favourable to attend this meeting.
- Two weeks after this initial meeting a workshop will be held for ALL governors, the head and deputies (3 hours)
- The officer will then produce a draft report prior to the production of a final report.

**ACTION: SCOPING meeting: Mr Ward is to email the suggested dates to the governors re availability. The governors agreed that when the final report was available that this should be available on the website.**

- **Parent Governor Election: The governors wished this to be undertaken as soon as possible and it was agreed to start this process on Tuesday, 6 January 2015.**
- **Governors' release to parents/carers:** The governors wished to make a short statement to parents/carers tomorrow, Friday 19 December and Mr Ward informed governors of the proposal, the governors suggesting one or two minor amendments.

Visits had been received recently from Mr Jonathan Djanogly and Councillor Ablewhite who had met with Mrs Campbell, Messrs Hillsdon, Speer, Newton and McGarry. Mr Glanville had also been present at the meeting on Friday, 12 December with Mr Djanogly. The meetings had been very positive and agreement had been reached at the meeting with Councillor Ablewhite that a parents' meeting would be arranged sometime in January when the governors would be present at a Question and Answer session.

**ACTION: The suggested date for this was Wednesday, 28 January in the school hall. All parents/carers to be informed.**

- **Chair of Governors:** Sue informed the meeting that she was retiring as a governor. She had been a governor for 25 years at the school, the last 15 being in the position of chair. Agreement was made that the statement prepared by Sue should be forwarded to parents/carers, staff and the local press tomorrow, the last day of term. Sue thanked the governors for all their support and assistance over the years.

The governors thanked Sue for all her commitment and stirring work over these 25 years, and said she would be greatly missed within the school, both students and staff being very appreciative of the assistance Sue had given. Mr McGarry on behalf of the school also thanked Mrs Campbell for all her years of dedication and service to the school.

Sue stated she will be attending the end of term farewell tomorrow lunchtime and will announce this to staff then.

**ACTION: This post will need to be filled as soon as possible and the 'Election of Chair' will be an agenda item at the next governors' meeting on 7 January. All nominations should be passed to Jane Jest, clerk to the governors.**

- **Letter from the chair of governors in the headteacher's pack:** In view of the above news, the governors agreed that the signatory should be the chair of personnel, Mr Newton.
- **End of term Friday 19 Dec:** Martin invited governors to join the staff for a Christmas farewell in the dining hall at 1.00pm tomorrow.

	<b>The meeting ended at 8.30pm</b>	<b>Date of next meeting: Wednesday, 7 January 2015 at 6.30pm in K1.</b>		