



ST IVO SCHOOL
Minutes of the Full Governors' meeting
held on Wednesday, 21 October 2015 at 2.30pm

Present:

Mike Craig
 Charles Glanville
 Stuart Grey
 Sam Griffin
 Claire Lynn
 Martin McGarry

Martin McMahon
 Jane Moore
 Ingrid Morrison
 Frank Newton
 Richard Potter

Adrian Smith
 Philip Speer
 Jim Stavrou
 Anthony Ward
 Duncan Woodall

Mrs Moore: sent apologies prior to the meeting, will need to depart at 4.00pm.
 Mr Stuart Grey attended the meeting after item 4 on the agenda.
 Mr Stavrou attended from 3.30pm.

	Main Points Discussed	Decision taken and Action	When	By whom?
1	<p>Election of Chair and Vice Chair Mr Griffin presented this item.</p> <p><i>Position of Chair:</i> one nomination only received, namely Charles Glanville. This was proposed by Mr Woodall and seconded by Mr Newton. All governors were in favour.</p> <p><i>Position of Vice Chair:</i> two nominations were received, Messrs Speer and Smith. Mr Woodall proposed Mr Speer, seconded by Mr Newton. Dr McMahon proposed Mr Smith, seconded by Mr Potter.</p> <p>Votes cast: 5 in favour of Mr Speer 2 in favour of Mr Smith</p> <p>Mr Speer is therefore appointed to this office.</p>	<p>Mr Glanville welcomed the Head to his first meeting at St Ivo and stated that the Board of Governors looked forward to the year ahead.</p>		
2	<p>Apologies Mrs Barnes, Dr Sanderson, Messrs Andrews, King and Mead.</p> <p>Declaration of Interest</p>	<p>Mr Woodall: with regard to item 6 on the agenda, former association with Hinchingsbrooke School as a member of staff.</p>		

<p>3</p>	<p>Minutes and Matters Arising from the Minutes dated 24 June 2015.</p> <p>Educational Visits Dr McMahon queried the following minute: <i>These were seen as a most valuable aid to the delivery of the curriculum.</i> Dr McMahon was concerned about the possible length of time that was taken out of curriculum teaching time. Mr Smith also supported this statement and added that it had also been agreed that when Dr Craig reported back to the Board of Governors that the visits would be graded on a cap and sliding scale level of support, looking at the academic value of the trip.</p> <p>Discussion took place on the suggested contribution by parents/carers to the trips and how in some cases this was very high. Mr Newton suggested the extension trips requiring a high level of contribution could perhaps be superseded by more frequent shorter visits, enabling a smaller contribution but a larger proportion of students being able to be allocated a place.</p> <p>Mr Smith requested that special attention be given to the correlation of Pupil Premium and SEND students on visits. Mr Potter suggested it would be useful to record the number of lessons covered by a cover supervisor when visits are made during school time.</p> <p>Recommendation was made that the word 'contribution' should be used instead of 'cost'.</p> <p>3 Annual Child Protection Monitoring Report to Governors Mr Potter enquired whether the visit from Sarah Rodgers had taken place.</p> <p>Mr McGarry informed the meeting that there were three areas that the school was currently looking into, medium and long term. A Safeguarding Group had been formed recently to discuss this item.</p>	<p>ACTION: Dr McMahon wished to challenge this and asked for an evaluation on how trips achieved better results.</p> <p>Dr Craig reported that this was ongoing and that he was currently preparing a document to take to SLT followed by the Governors' Curriculum Committee, regarding the categorisation of trips into:</p> <ul style="list-style-type: none"> • <i>Essential:</i> coursework and data collection • <i>Integral to the curriculum:</i> eg Somme • <i>Extension:</i> eg Vietnam <p>ACTION: This is to be considered.</p> <p>This was agreed.</p> <p>ACTION: Mr McGarry replied that Robin Gildersleeve, the School's Improvement Adviser, who had been trained to Ofsted standard, would be conducting a safeguarding audit after half term in November.</p> <p>Initiatives in place so far:</p> <ul style="list-style-type: none"> • Lanyards printed with St Ivo School and ID badges with staff names and photos. • Sixth form students also have lanyards. 		
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	<p>Mr Potter congratulated the school's practice of incorporating Child Protection stickers in lockers informing students of contact details.</p> <p>CRITICAL INCIDENT Procedure Dr Craig reported on the critical incident procedure that is scheduled for the first week of November and that he would be setting the date. The date would not be disclosed to staff. Details of this procedure are to be inserted in the back of the badges on the lanyards.</p> <p>Mr Newton reported on the new advice from county stating that all employee job descriptions should make reference to general duties for child protection.</p>	<ul style="list-style-type: none"> • Presentation made to SLT recently on a safeguarding system already used by many of the local junior schools for reception, using a swipe or buzzer system to enable entry into the school and the printing of photo ID for visitors. • Gates are proposed for the site at the top and far entrances. <p>Mr McGarry will keep the Governors informed.</p> <p>This will be discussed at the Governors' Personnel Committee.</p> <p>The minutes were taken as a true record of the meeting subject to the changes referred to above.</p> <p>All agreed.</p>		
4	<p>Community Governors Mr Glanville explained the three positions to currently address:</p> <ul style="list-style-type: none"> • The current vacancy for HR experience that had been advertised during the summer holidays: • Mr Hillsdon's term of office had expired at the beginning of October, he had elected not to seek reappointment. • Mr Grey, whose term of office expired at the beginning of October and who wished to continue in this role. 			

	<p><i>Current HR expertise vacancy:</i> One application only had been received, namely from Mrs Carol Darnell, who had previously been a valuable member of the Board.</p> <p>Mr Smith enquired why the position had only been advertised within parent mail and on the school website, and not included in the press.</p> <p><i>Mr Hillsdon's position</i> Mr Glanville recommended that on reviewing the skills set for the Board, the experience area required would be in premises/planning.</p> <p>Discussion took place on the specific types of governor, eg community and parent and the meeting was reminded of the set number allocated for each area in the Articles of Association.</p> <p><i>Mr Grey's position:</i></p> <p>The meeting was reminded of the intended resignations of two Community Governors later this term, Messrs Mead and King. Mr King wishes to continue to work closely with Mrs Lynn on the Alumini Association.</p>	<p>This was discussed and the suggestion was made that advertising in the press could be a possibility should no interest come from other areas. Mrs Lynn stated that there would be a wider audience in future with the introduction of the Alumni Association and also Facebook.</p> <p>ACTION: Mr Woodall proposed that Mrs Darnell be appointed as Community Governor and Mrs Lynn seconded. All governors were in favour.</p> <p>It was suggested and agreed that the advertisement should highlight the fact that parents could also be Community Governors.</p> <p>ACTION: The post to be advertised on the school website in the Governor section, Parent Mail and the Alumni Association.</p> <p>Mr Speer proposed to re-elect Mr Grey, this was seconded by Mr Potter. All governors were in favour.</p> <p>Mr Grey, who had been invited to attend this meeting and who during this agenda item had left the room, was invited to rejoin the meeting.</p>	<p>ASAP</p>	<p>WAR/ clerk</p>
<p>5</p>	<p>Exam Results Mr Griffin had compiled a most comprehensive set of examination result documents which had been circulated with the agenda. The Governors congratulated him on his presentation of documents. Mr Griffin suggested the dates for the</p>			

	<p>Curriculum Committee meetings should be reviewed in order to take into account the Raise-Online data on examination results, which are available towards the end of the first term. This would enable a more detailed analytical discussion.</p> <p>Heads of department meetings on the summer's results were currently taking place, they were detailing the various break-down of examination groups, the boards they used, the successful initiatives in place and the not so successful.</p> <p>The Head remarked on the correlation of attendance and subject attendance to improve performance.</p> <p>Use of Period 6: The Head perceived this to be of value to the Sixth Form but not as advantageous to Years 10 and 11 Intervention could be more beneficial in Years 7 to 9 to secure the basic understanding. Subject leaders felt that students would benefit from increased literacy skills to enable them to interpret examination questions correctly, and to increase the provision for KS4 students of exam preparation support.</p> <p>Pupil Premium: the gap had unfortunately increased in the last year and the Head suggested this area needed to be addressed in totality. It was felt the implementation of 7Jump would contribute greatly to decreasing the gap over the next two to three years, especially in terms of maths and literacy.</p> <p>The Head congratulated the maths department on its A level results, 12 students from a cohort of 37 achieved A* grade. Although GCSE maths results were slightly down, students had achieved well. The maths department felt that Period 6 was a key factor in this success. Students are invited to attend the sessions. A schedule is produced detailing a subject area to be covered on a specific date and teachers approach their students whom they feel could benefit from that particular topic on that particular day.</p> <p>English Literature is a very popular subject in the Sixth Form with a take-up of 64 students. The school recognises English Language results at GCSE had been disappointing and procedures were being implemented to rectify this. It is felt that one of the contributory factors to this had been the deletion of Speaking and Listening which, as a result of the new syllabus, did not feature as part of the assessment.</p>	<p>CHALLENGE: The governors challenged the school's standards with regard to this subject area. The Head informed them that they would be looking more closely at curriculum structures, the advantages and disadvantages of setting at different key stages.</p>		
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	<p>A discussion followed which included attendance levels and the impact this can have on learning, the absence of EWOs (Education Welfare Officers) in school, changing exam boards, and setting earlier in key stages.</p> <p>Mr Potter enquired about study leave for Year 11 and the impact this can have on results. Mr Griffin reported that the majority of exams for the summer of 2016 started the week prior to half term.</p> <p>Dr Craig stated the exams were due to commence on 16 May and that the final Year 11 assembly was scheduled for 20 May. He stated that in years past the school had always provided a very detailed set of revision sessions for the students to attend between examinations whilst on study leave.</p>			
6	<p>Partnership with Hinchingsbrooke</p> <p>Papers had been issued with the agenda detailing multi-academy trusts. Mr Glanville reminded the Board regarding meetings last year with Mr Tim Coulson, the Regional Schools Commissioner for the Eastern Region and their initiative for partnership collaboration between schools. As a result of this, the Triad system had been introduced with Hinchingsbrooke, St Peter's and St Ivo working closely together and undertaking 'mock style' Ofsted inspections on each other's schools. This had been seen as a very useful tool.</p> <p>In moving forward, St Ivo and Hinchingsbrooke had entered into discussion regarding the formulation of a formal partnership with joint enterprise. St Peter's were currently involved in discussions with another Cambridgeshire Academy Trust.</p> <p>Messrs Griffin, McGarry, Glanville, Speer and Newton had met with the Head of Hinchingsbrooke and Chair of Governors and other members of the Board of Governors yesterday, Tuesday, 20 October for further discussion.</p> <p>Advantages included sharing:</p> <ul style="list-style-type: none"> • Procurement • Recruitment • CPD programme and opportunities • Educational visits • Attendance support <p>The Trust would enable additional support for moving towards 'more rapid progress'. The two schools agreed to present this proposal to their Board of Governors for agreement as soon as possible.</p>	<p>Proposal: to formulate a Partnership Agreement to be presented to both parties. All governors agreed.</p>	<p>ASAP</p>	<p>Hinch/ St Ivo</p>

	<p>A further advantage to both schools is that Robin Gildersleeve, the School Improvement Adviser for St Ivo is also the adviser at Hinchingsbrooke.</p> <p>It was acknowledged at the meeting yesterday that there could in the future be the opportunity for expanding the Trust to include a further secondary and primary schools.</p> <p>With regards to communicating the information, it was suggested that information should be forwarded to all parties, staff, parents/carers and primary schools on a specially selected date.</p> <p>Mr Glanville and the governors who were present at the meeting yesterday, strongly conveyed to the governors that St Ivo School would maintain its own autonomy.</p> <p>An enquiry was made regarding schools budgets and would each school retain its own independent budget. Mr Glanville replied, this would be the case.</p> <p>Governors requested that full, clear details be given to parents/carers.</p>	<p>Both schools to contribute a partnership budget.</p> <p>ACTION: More detailed information available for parents/carers at the Governors' meeting for parents to be scheduled for the second half of the autumn term.</p>	<p>ASAP</p>	<p>Mr Glanville/ The Head</p>
<p>7</p>	<p>Headteacher's report</p> <p>Mr Griffin reported that he had over the last six weeks visited many areas of the local community, ie the feeder primary schools, many of the local Huntingdonshire secondary schools, the Mosque as well as official meetings associated with Ofsted. He reported on the excellent work of the primary schools and the need to further develop the link with them for KS2/KS3 work. Staff from St Ivo were also visiting the schools to co-ordinate this. Over the next half term the school will be undertaking MAF (marking and assessment) trials and will be inviting some primary heads to join them with regard to Year 7 work.</p> <p>He praised the work of the governor committees and the challenges they presented in order for the school to focus on high achievement and success.</p> <p>Go4Schools Homework: Mr Griffin stated there had been teething problems with Go4Schools homework, and as a result, planners had been ordered for students. St Ivo is one of the first schools in the country to be using Go4Schools in this way.</p>			

	<p>British Values: The Head reported this is part of the <i>Prevent agenda</i>, a new area which will be inspected. The school will also be required to compile a public statement on the website. Currently Dr Craig is working on this and it is recognised that there are already areas in the school supporting this eg democracy, year councils.</p> <p>SIP/SEF: School Improvement Plan/Self Evaluation Form: These are currently being reviewed and updated.</p> <p>Work was being prioritised in order to meet the requirements of the new Ofsted framework. The Head viewed the school was making good progress, also acknowledging however, that further improvement was necessary to achieve this.</p> <p>Challenge from the floor: Mr Potter queried whether assessments for Year 11 are available to see their present working level.</p> <p>Dr McMahon queried the date of the expectation of all teachers fully using Go4Schools.</p> <p>Mr Stavrou addressed the new Ofsted framework focussing on current progress across all year groups and how the school could ensure this is measured.</p> <p>Mr Newton commented on a recent governor training event regarding Pupil Premium and SEND and reiterated that the school needed to improve its performance in these areas.</p> <p>Mr Smith thanked the Head for his comprehensive report as he had found this a most useful document.</p> <p>Mrs Lynn made reference to the last Ofsted report and one of the bullet points:</p> <ul style="list-style-type: none"> • To target the most able <p>Mrs Lynn also commented that the governors should ensure that the school is adhering to this.</p>	<p>ACTION: It was felt governors should receive training. Mr Potter stated that he has an informative Power Point presentation on this subject and will email this to all governors.</p> <p>These figures will be available shortly.</p> <p>This will be discussed at the next Curriculum and Standards Committee meeting.</p>	ASAP	Mr Potter
8	<p>Reports from Committee Chairs</p> <p>Curriculum and Standards Mr Stavrou in Dr Sanderson's absence reported the following:</p> <ul style="list-style-type: none"> • Presentation from Mr Davies on data and further discussion, new measures, progress 8 etc. • Sixth form entry, changes made to levels required for entry. 			

<p>Examinations Policy Mr Griffin explained that there had been new legislation that required all centres to have an examinations' contingency plan in the event of the following:</p> <ul style="list-style-type: none"> • Absence of the examinations officer • Accommodation disruption <p>More explicit details were available in the Examinations policy statement attached with the agenda.</p> <p>Finance Mr Speer reported that the budget had been set for the current year at the end of the summer term and that, at present, it was too early in the year to assess expenditure etc.</p> <p>The meeting had approved policy documents.</p> <p>Personnel Mr Newton reported on the</p> <ul style="list-style-type: none"> • Recommendations approved for the 2015 Pay policy document relating to targets on the main grades. • Discussion had taken place on the school's Critical Incident Plan. • Support staff appraisal, Messrs Newton and Ward are currently working on a proposal. It is envisaged to have this in situ by the end of the term. <p>Premises Mr Woodall, in Mr Mead's absence reported the following:</p> <ul style="list-style-type: none"> • Discussed the work undertaken during the summer holiday. • Discussed potential future projects and possible bids for funding. • Prioritising of projects, the craft block toilets are high on the agenda. <p>Lettings Policy Apologies were given for the late distribution of this document.</p> <p>Mr Griffin explained that normally this would be reviewed by the Premises Committee, however, due to the need for extra clauses to be inserted to address future lettings, the policy needed to be reviewed more urgently. The particular area in question was with regard to the hirer's insurance.</p>	<p>The plan required approval from the Board of Governors prior to the start of the exams, which commence on 3 November. All governors were in favour.</p> <p>Mr Speer stated the document could not be approved at this point in time. The suggestion was made to review by week commencing 2 November.</p>		
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	<p>As the school can provide a host of facilities, it wishes to generate more income by increasing the letting of the premises. Mrs Chiano, the school's finance director is currently working on this.</p> <p>Student Welfare and Community Engagement: Mrs Lynn reported the following:</p> <ul style="list-style-type: none"> • The formation of a Safeguarding Group • Primary school visits • School communication: website home-page, facebook. • Parent mail – regular updates • Reviewing policies: <ul style="list-style-type: none"> - Anti-bullying - Medical conditions - Accessibility plan <p>The school recognises there are significant areas of inaccessibility for wheel chair users and wishes to address this. Miss Francis, Assistant Head, is liaising with SLT (Senior Leadership Team) with a view to further discussion with the Governors' Premises Committee.</p> <p>Mrs Chiano is currently putting together a bid for key priorities and Miss Morrison has also been involved in obtaining costs. A representative has been in to access and advise the facilities the school should provide for wheelchair access.</p> <p>Mr Smith enquired about approaching the local St Ives businesses for sponsorship. The meeting was informed that when the school became a Specialist School with Humanities several years ago, that this had required funding from sponsors.</p>	<p>ACTION: Mr Speer to review and forward any recommendations to Mrs Chiano. An email to be forwarded to all governors for their approval.</p> <p>Mr Griffin stated he is meeting with the Town Mayor, Councillor Jackson after half term and could seek his advice.</p>	<p>w/c 2/11/15</p>	<p>MrSpeer/ Mrs Chiano</p>
<p>9</p>	<p>Governor Code of Conduct Mr Glanville reminded governors of the Code of Conduct that they had all signed and the elements contained therein and in particular governors' accountability status.</p> <p>Mr Smith enquired why he had been asked to remove the schedule of governor meetings from the SISA website. Mr Glanville replied that this had not been a decision taken by the whole Board of Governors for the information to be published.</p> <p>Mr Smith enquired why the individual committee meeting minutes were also not available on the school website? Mr Glanville replied that information from these committees is reported on at the Full Governors' meetings and formally minuted.</p>	<p>ACTION: This was discussed and a vote was taken to determine whether the dates of the governor committee meetings could be published. All governors agreed to the publication of the dates on the website.</p>		

	<p>page had been completed and implemented, and this page was no longer necessary. These actions had been recommended following the mock inspection in March, 2015.</p> <p>Mr Glanville stated he had removed several of the items that had been completed and replaced these with one further item: (at the bottom of page 1) <i>“Develop comprehensive Business Continuity Plan”</i>. This addition had been as a result of a suggestion from the Finance Committee.</p> <p>Mr Smith queried that some items needed to be updated and will forward some notes to Mr Glanville.</p> <p>Mr Smith queried who would be responsible for the succession plan now that the vice chair, Mr Hillsdon, had retired.</p> <p>Mr McGarry reported that the draft SIP (School Improvement Plan) contained some elements the governors could select pertinent to them and that these could possibly be included in the GIP.</p>	<p>Mr Glanville suggested that Mrs Darnell, the newly appointed Community Governor could be approached with her expertise and skill area in HR.</p>		
<p>12</p>	<p>AOB Dr McMahon wished for confirmation that all past meeting minutes from all committees could be available for review by all governors and without exception.</p> <p>A discussion ensued.</p> <p>Dr McMahon asked whether the school thought the planning for the Year 11 Prom was effective and that the outcome represented value for money for the students/ parents.</p> <p>Mr Smith enquired when the governors would be receiving dashboard?</p> <p>Mr Smith also enquired the date of the meeting for governors to feedback to parents/carers regarding examination results and the vision for the future as</p>	<p>Mr Glanville reported that as new governors, there was no entitlement to see any papers that were deemed confidential prior to their appointment to the Board of Governors. All decisions taken by the Board on confidential matters are made by the Governors present at that time.</p> <p>Reference was made to the Board of Governors' Articles of Association.</p> <p>It was felt this query was an item to be addressed by the school and not the Board of Governors. However, Mr Griffin replied that the Head of Year had been approached regarding this and he had reported a break even figure only. The finance director will be working on this for the next year together with the Assistant Head of Year and a year group committee.</p> <p>Mr Glanville replied that discussions are taking place and the date will be set for the next half term. However,</p>		

	contained in the GIP.	the school was waiting for further data in order to fully analyse results to be better placed to produce a worthwhile report.		
	The meeting ended at 6.40pm.			