



**ST IVO SCHOOL**  
**Minutes of the Full Governors' meeting**  
**held on Wednesday, 24 June 2015 at 3.30pm**

**Present:**

John Andrews  
 Judith Barnes  
 Simon Crisp  
 Charles Glanville  
 Chris Hillsdon  
 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.

<b>1</b>	<p><b>Apologies</b>          Messrs Grey, Mead, King and Dr Sanderson.</p> <p><b>Declaration of Interest</b> - none</p>			
	<b>Main Points Discussed</b>	<b>Decision taken and Action</b>	<b>When</b>	<b>By whom?</b>
	<p><b>Additional Agenda Item:          Educational Visits Reform</b>          The school had reviewed the cost of educational visits. Currently, the contributions requested for the visits do not include the charge for arranging staff cover.</p> <p>Dr Craig, Assistant Head presented a tabled document outlining the proposed model. A working group comprising, the Head, representatives from finance and cover, and Dr Craig had met to discuss various possibilities.</p> <p>The governors discussed the document in detail.</p> <p>The validity of some trips was queried by Dr McMahon. The governors were informed the school arranges approximately 100 visits per annum to enhance the children's educational experiences. These were all seen as a most valuable aid to the delivery of the curriculum. The governors did not wish to see the school reducing these.</p> <p>Mr McGarry informed governors that the website contained a 'Ready Reckoner' which contained details of the experience to be gained and the suggested contributions for all the trips the school offers from Years 7 – 13 to enable parents to</p>	<p>It was perceived any additional cost to the trip was minimal.</p> <p>Mr Smith suggested this should be promoted more widely especially to Year 7 parents.</p>		

	<p>budget for their children. This had been well received by parents.</p> <p><b>Financial Assistance:</b> The school is experiencing a significant strain on its resources in accommodating this financial assistance. The school currently offers a 30% discount from the advertised suggested contribution of an educational trip for those parents/carers who are in receipt of Working Tax Credit or Income Support. It was proposed that this should be reduced to 25%, still offering support for parents/carers. The effect of this will be monitored and reviewed in January 2016; the school wishes to be able to ensure all students have the same opportunities.</p> <p>It was suggested that in order to operate a fair scheme for all parties concerned that a 'capping' system should be formulated.</p> <p>It was also suggested the decision to grant a discount should be at the Head's discretion and that the policy should reflect this.</p>	<p><b>ACTION: Agreed to be included in the Parents' Handbook.</b></p> <p><b>Proposal: Mr Newton proposed the school adopt all the recommendations contained in the document. This was seconded by Mr Hillsdon. All governors were all in favour.</b></p> <p>Mr McGarry suggested the school adopts the move from 30% to 25% from 1 September 2015 and that the working group meets to discuss further the methodology to determine the justification for students attending a particular visit. The proposals will be brought back to governors. <b>All governors agreed.</b></p>	ASAP	Clerk
2	<p><b>Minutes and Matters Arising from the meeting dated 6 May, 2015</b></p> <p><b>Agenda Item 2: Welcome to New Parent Governor, Committee Membership, SLT link and Mentor</b></p> <p><b>Agenda Item 4: Updates: OFSTED Revisit 21 May 2015</b></p> <p>The training on RaiseOnline and Dashboard received from Mr Davies prior to the governors meeting with Mr Mitcheson had been most informative.</p> <p><b>Skills Audit and Community Governor Vacancy</b> Mr Glanville thanked governors for completing the NGA skills audit. It had been apparent from this that:</p> <ul style="list-style-type: none"> <li>further training was required for Special Needs and also finance for some governors. Mr Crisp suggested that Miss</li> </ul>	<p>The chair of governors welcomed Dr McMahon to the Board of Governors.</p> <p>Mentor Governor: Mr Stavrou will be linked with Dr McMahon.</p> <p>Mr Glanville thanked everyone for their participation in this, especially to Messrs Woodall, Stavrou, Newton. Mr Smith also attended the feedback session.</p> <p>The response from OFSTED on the work implemented had been very positive.</p> <p>The chair recommended all governors should receive this training.</p> <p>Governors discussed and agreed the skills audit needed to be more comprehensive and an appropriate replacement would be sought for</p>	On-going	Chair/ Clerk

	<p>Francis, the SEN/D co-ordinator in school could conduct the Special Needs training.</p> <p>Re: Community Governor vacancy: the area of expertise that was required (as a result of the audit) was within HR.</p> <p>The chair reminded governors that:</p> <ul style="list-style-type: none"> <li>• a review of committees and their membership would be undertaken at the start of the new term in September;</li> <li>• training requirements for the whole Board would be determined.</li> </ul> <p><b>Academy Trusts</b> Mr Glanville reported that meetings were currently taking place with local schools. The governors and SLT will discuss this further at their meeting on Monday, 13 July.</p> <p>Mr McGarry confirmed HASP (Huntingdonshire Academies Secondary Partnership) has now been disbanded.</p> <p><b>5 Reports from the Committees</b> <b>Premises:</b> Mr Ward had prepared a press release on The Keep.</p> <p><b>7 Governors Improvement Plan</b> Mr Smith referred to the point on Page 3, second bullet point: 'Future appointment/re-appointment of Community Governors to be more transparent and accountable.'</p>	<p>future use.</p> <p>Governors agreed to advertise, using the agreed procedure, for a Community governor with a background of HR on the school website and also on parent mail.</p> <p>Mrs Lynn stated this will be featured in next week's local paper.</p> <p>Mr Smith suggested that parents should be made aware when a re-appointment was made in these circumstances. Governors were in agreement.</p> <p>The minutes were agreed and taken as a true record of the meeting.</p>	<p><b>ASAP</b></p> <p><b>ongoing</b></p>	<p><b>Chair/ Clerk</b></p> <p><b>Clerk/ WAR</b></p>
<p><b>3</b></p>	<p><b>Annual Child Protection Monitoring Report to Governors 2014-2015 plus Safeguarding and Child Protection Policy</b> These documents had been distributed with the agenda.</p> <p>Mr Potter, the governor linked to Child Protection, took this agenda item.</p> <p><b>Safeguarding and Child Protection Policy:</b> New areas to the policy were highlighted in red.</p> <p><i>4.2 The following members of staff have undertaken Safer Recruitment training...</i></p> <p><i>6.0 Children with Special Educational Needs For Special Schools ...</i></p>	<p>This needed to be completed in the policy.</p> <p>This paragraph needs to be deleted together with the section on 'For</p>	<p><b>ASAP</b></p> <p><b>ASAP</b></p>	<p><b>WAR</b></p> <p><b>WAR</b></p>

	<p>Mr Potter reported the inclusion of Radicalisation to the report and made reference to the DfE, 'Keeping Children Safe in Education' document that also features Radicalisation.</p> <p>Importance of whole family approach. Mr Smith stated that a recent external governor training session had reported that all siblings' details and their schools should be available on school records. A discussion took place.</p> <p><b>Annual Child Protection Monitoring Report to Governors 2014-2015</b></p> <p>It was noted governors last received Child Protection training in June 2014 delivered by Mrs Sloan, school inclusion manager. Mr Potter suggested that another session should be undertaken shortly.</p> <p><b>Safeguarding Children in Education – A checklist for Governing Bodies: Report</b> This document was tabled at the start of the meeting.</p> <p>Mr Potter had visited the school on two occasions recently to undertake the assessment. He had visited unannounced on the first occasion and had talked to students at lunchtime in the playground. He was pleased to report that he had been approached three times by members of staff enquiring who he was. This was a very comprehensive document containing 43 questions.</p> <p>Mr Potter discussed the report in detail.</p> <p>Question no 15: Re Governors' training for Safer Recruitment.</p> <p>The following are recommendations put forward by Mr Potter:</p> <ul style="list-style-type: none"> <li>• Child Protection posters should be more visibly available in all rooms including toilets for staff/students/visitors/volunteers to understand who to see in the event of a child protection issue.</li> <li>• Provide evidence which proves that</li> </ul>	<p>Primary and Special Schools'.</p> <p>All staff and governors are required to sign to declare they have seen and read this and this should be recorded on the Single Central Record.</p> <p>Mr Potter reported this was good working practice and suggested the data information forms distributed on an annual basis to parents/carers could include this request.</p> <p><b>ACTION: Suggestion made for Miss Francis/Mrs Sloan, Designated Child Protection, to contact Sarah Rogers at County for further advice.</b></p> <p>This was agreed and is to be arranged for the first Board of Governors' meeting in October 2015. Miss Francis or Mrs Sloan would be approached to deliver this.</p> <p>An amendment was needed to this section as more than four governors were trained in this area.</p> <p>Governors discussed and agreed to display in staff toilets only, where this information would be available for all staff/visitors and volunteers to the school.</p>	<p><b>On-going</b></p> <p><b>ASAP</b></p> <p><b>Meeting in Oct</b></p> <p><b>ASAP</b></p>	<p><b>Clerk</b></p> <p><b>Fa/SLO</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
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	<p>arrangements are in place for checking all adult visitors that come on to the school site and that any outside visitors/adult learners are escorted when students are on site.</p> <ul style="list-style-type: none"> <li>• Can a Safeguarding leaflet be provided for visitors/volunteers to school.</li> <li>• Can the new 'Log of Concern' form be printed to include the body map (on the reverse side or on one side of A3).</li> <li>• Can the school have Child Sex Exploitation leaflets displayed/available.</li> <li>• Confirmation required that all staff have read 'Keeping Children Safe in Education – updated March 2015.</li> <li>• Can the safeguarding team send half termly email reminders to staff, regarding: completing logs of concern for any inclination of CP issues, safeguarding when working with volunteers/outside speakers on site, how bullying is dealt with?</li> <li>• Have evidence of Alternative Provisions to check their safeguarding on the way and at the placement.</li> </ul> <p>Mr Smith queried the responsibility of families and suggested that details regarding Child Protection and who to contact should be made available to parents/carers.</p> <p>Mr McGarry and Mr Glanville thanked Mr Potter for his very comprehensive report.</p> <p>Mr Potter praised the work that Mrs Sloan undertakes regarding Child Protection.</p>	<p><b>ACTION: Mr Potter suggested that Sarah Rogers, Child Protection from Cambs County Council could be asked to visit the school to see if the recommended improvements have been made.</b></p> <p><b>ACTION: This was agreed by the governors and a contact name, email address and telephone number, will be added to the website.</b></p> <p><b>ACTION: The Action Plan detailed at the back of the report will be implemented.</b></p> <p><b>Proposal: Mr Speer proposed and Mr Woodall seconded approval of both the Annual Child Protection Monitoring Report to Governors 2014-2015 and the Safeguarding and Child Protection Policy subject to amendments being included. All governors agreed.</b></p>	<p>ASAP</p> <p>Ongoing</p>	<p>WAR</p> <p>CP team</p>
<p>4</p>	<p><b>Reports from Committee Chairs</b></p> <p><b>Finance</b></p> <p>Mr Speer informed governors that the budget for 2015 – 2016 needed to be ratified by the Board of Governors for submission to the Education Funding Agency.</p> <p>The school had received the basic core 11 to 16 fairer funding the government had promised for all</p>	<p><b>ACTION: Mr Speer commended the 2015-2016 budget for approval by the Governing Body. This was seconded by Mr Newton. All governors were in favour.</b></p>		

	<p>Cambridgeshire schools for the year 2015 – 2016, this was £575,000.</p> <p>Sixth form: this has a different funding stream which comes under the remit of Higher and Further Education where funding is less generous. This will have a significant impact on the educational resources at schools. Figures reveal the St Ivo's funding is reduced by £68,000 for 2015-2016.</p> <p>Mr Speer reminded governors that in the current year 2014-2015 the Board had agreed to use some of the reserves, namely £400,000 to support this year's budget in providing for the new initiatives implemented within the school eg 7 Jump and Period 6.</p> <p>Mrs Chiano, the finance director who joined the school in April this year, has projected that this current year 2014-2015 will see an overspend by approx £49,000. Praise should be given to Mr McGarry and Mrs Attersall, finance manager for their prudent housekeeping throughout the year.</p> <p>There were no questions from the floor.</p> <p>Mr Speer reminded governors the government, in its recent election manifesto, had agreed to maintain fairer funding for the next 5 years. The government had also stated that they would provide extra funding for schools to meet increases in student numbers but not to meet inflation costs.</p> <p>The Finance Committee is currently undertaking work looking at potential areas of savings, involving fairer funding and inflation costs and will present a report to the Full Governors at a later date.</p> <p>The committee recognises the need to be prudent over the next 5 years and to implement plans, in discussion with Mr Griffin, the new head, to ensure a fair and balanced funding throughout the school.</p> <p><b>Curriculum</b> Mr Stavrou reported in Dr Sanderson's absence. The HMI's letter from the visit of 21 May had been addressed and the school's response to the suggestions for improvement. Information received regarding Year 11 into Year 12 and the pathways.</p> <p>It was suggested that further curriculum areas for discussion could be agenda items eg Year 10 into Year 11, Progress 8, curriculum changes, PSHE and Year 7 Jump.</p> <p><b>Personnel</b> Mr Newton reported that DBS checks had been discussed under Safeguarding and a meeting held</p>			
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<p>with Mrs Jest, who is responsible for this area, to determine that correct procedures were being adhered to. The chair was satisfied that good practice was being undertaken.</p> <p>Other topics discussed:</p> <ul style="list-style-type: none"> <li>• Staff appraisal</li> <li>• Safer Recruitment</li> </ul> <p>Safeguarding and Child Protection Policy was discussed at the last Personnel meeting. This needed reviewing in order to be presented to the Board of Governors meeting today. The Student Welfare and Community committee has responsibility for this policy, but the updated version had been unavailable at the time of their last meeting.</p> <p>Suggestion made that Sixth Form students should have name badges.</p> <p><b>Premises</b></p> <p>Miss Morrison presented on behalf of the Premises Committee. Discussions had taken place this term on the health and safety and lettings policies. Also discussion on maintenance of areas around the school which presently the premises budget will not stretch to eg refurbishment of toilets.</p> <p><i>Plans for The Keep, Sixth Form Area</i></p> <p>A meeting had been held today which included Mr Mead, Chair of Premises and the property manager regarding tenders. A further meeting will be held shortly to decide which tender to adopt. The Keep had been cleared recently and was ready for the renovation work to start. This will be completed ready for the start of the new term on Friday, 4 September.</p> <p><i>Site Office staff:</i> Prior to the recent retirement of the Site Officer, there had been five members of the team, (including the Site Officer). The school was now operating with four members and was currently monitoring this in order to see whether savings could be made in this area ie cost of jobs being tasked to external companies, versus the employment of a fifth member of staff. Prior to 2013, the school had operated with four members.</p> <p>The tasks for the summer had been listed and included general maintenance, repairs and building work.</p> <p>Dr McMahon reported that parents had offered assistance in helping with general maintenance etc and were very keen.</p>	<p>Mr McGarry acknowledged this kind offer of assistance and pointed out that the school needs to adhere strictly to health and safety regulations and undertake risk assessments.</p>		
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<p>5</p>	<p><b>Student Welfare and Community</b>  Mrs Lynn as chair, introduced this section. Mr Griffin had attended the last meeting, so too had the PCSO (Police Community Service Officer), who was the link between the police and the school. The PCSO stated the main concern currently, nationally, was safeguarding child exploitation (not at this school). Locally, links between drugs and mental health issues. A Parents Information Evening was suggested in order to keep parents well informed on issues such as these. It was agreed with the PCSO that their visit would be an annual occurrence.</p> <p>Miss Francis, SENCO (Special Educational Needs Co-ordinator), had recently attended INSET on Radicalisation and fed back the main contents to the meeting. It had been suggested that governors responsible for Safeguarding in schools, (Mr Potter at St Ivo), should also receive training together with staff.</p> <p>Mrs Sloan, the Social Inclusion Manager had presented a session on the work of The Bridge in school and reported that levels of anxiety are increasing within the student body. Referrals to external agencies can take up to nine months. The school does refer students to the YMCA and the suggestion was made whether this organisation should be called in.</p> <p>Miss Sherwood and Mr Varey provided key data on various areas within the school, eg attendance.</p> <p>The proposal was made at the last meeting to change the name of this committee to Student Welfare and Community Engagement. It was noted the terms of reference might need some amendments.</p> <p>Adult and Community Learning linked to this committee will be under the remit of a member of SLT and Mr Speer will be their link governor. This arrangement has been well received by all concerned.</p> <p>Reference was also made to the Curriculum committee who wished to change their name to <i>Curriculum and Standards</i>. This had been a suggestion at the NGA review held in March this year.</p> <p><b>Headteacher's report</b>  Mr McGarry reported the TRIAD meetings earlier this year with local schools had been very successful.</p> <p>The school envisaged good exam results in the summer. St Ivo has made every effort to introduce</p>	<p><b>Miss Francis is to meet with Dr Sanderson (school governor) to discuss mentoring help with child protection issues.</b></p> <p><b>This required ratification by the Board of Governors. Mr McGarry proposed the new name be adopted and this was seconded by Mrs Barnes. All governors were in favour.</b></p> <p><b>Mrs Lynn proposed the new name and this was seconded by Mr Smith. All governors were in favour.</b></p>		
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	<p>initiatives to close the gap between the least able and the most able students.</p> <p>SLT will be losing a member of the team; Mr Fullman is leaving at the end of the summer term. A new SLT responsibility list will be circulated shortly as Mr Fullman was not being replaced on the team.</p> <p><i>Challenge4All:</i> Two members of staff are responsible for this. Arrangements have been made for middle managers next week to receive INSET. A new document on effective teaching and learning techniques called 'Class Act' has been devised. There is a launch day on Thursday, 3 September (training day in school) and Mr Wilson is overseeing this. It is aimed at ensuring that every student in school is challenged.</p> <p><i>Staffing:</i> ever increasing difficulties in obtaining teaching staff and all schools in the area have experienced this over the last year. Cambridgeshire is an expensive area to live in and is the lowest funded county in England.</p> <p><i>Events:</i>The GCSE and A level art displays were well received and the students' work was a very high standard. Students' art has been used as a national exemplar for excellence at both GCSE and A level in the past.</p> <p>Mr Potter enquired about attendance and exclusions. Mr McGarry stated that attendance was 0.1 above the target. St Ivo's attendance was very good which highlighted the fact that students felt happy and safe within school. The number of fixed term exclusions had been approximately 70 over the last academic year.</p> <p>Representatives from Cambridgeshire County Council had made their annual visit to St Ivo re KIT (Keeping in Touch) looking at data etc and this included attendance.</p>			
6	<p><b>Audit of Governing Body Effectiveness</b> This document received annually from Governance at Cambs County Council had been completed and forwarded with the agenda. It was felt to be a useful document.</p>	<p>Following discussion by the governors however, it was agreed to direct the focus on the NGA's Governors Improvement plan for this current year and to revisit the Cambs audit again next year.</p>		
7	<p><b>AOB</b> <i>St Ivo School Association:</i> Mrs Lynn enquired who</p>			

<p>would be attending the meetings both for SISA and the Parents' Forum as Mr Fullman was leaving. Mr McGarry stated that all members of SLT would be involved in attending different meetings.</p> <p><i>Alumni Association:</i> Mrs Lynn reported that she had visited two schools in Peterborough recently. Both Mr King and herself had met with Mr Perry, head of sixth form, this week who was very keen to be involved and could devote a significant amount of time to this. Mr King had suggested a charity with trustees rather than forming a committee.</p> <p>Mr Glanville reminded governors of the following documents that needed to be signed and returned to the clerk:</p> <p style="padding-left: 40px;">a Keeping Children Safe in Education; b Business Pecuiary Interests.</p> <p>The chair also reminded governors of end of term assemblies and asked them to forward dates of attendance to Mrs Jest.</p> <p><i>Governors:</i> Mr Glanville reported that Mr Hillsdon, Community governor and vice chair, would not be restanding for this post at the end of his term of office on 6 October, 2015. Mr Hillsdon had served 23 years as a governor at St Ivo School and thanks were given for his commitment and support over the years.</p> <p>Mr Mead and Mr King had also informed Mr Glanville that they wished to stand down from their duties due to other commitments. However, they were both willing to stay on to fulfil their current commitments to the Board, namely work on The Keep and the Alumni Association respectively.</p> <p>Mr Smith reminded governors to provide a profile for inclusion on the school website.</p> <p>Examination results in the summer: Mr Smith enquired about the press arrangements for the results. Mr McGarry reported that both he and Miss Morrison inform the press on the day the results are released. The suggestion was made that the results should be featured on the website as headline news for parents/carers.</p> <p>Suggestion was also made to include ACL (Adult and Community Learning) results.</p>	<p>This was agreed.</p> <p>This was also agreed and Mrs Tacconi, ACL manager will be approached.</p>	<p><b>Summer</b></p> <p><b>ASAP</b></p>	<p><b>WAR</b></p> <p><b>Clerk</b></p>
<p><b>The meeting ended at 6.20pm.</b></p>	<p><b>Date of next meeting: 21 October 2015 at 2.00pm</b></p>		