



**ST IVO SCHOOL**  
**Minutes of the Governors' meeting**  
**held on Wednesday, 4 May, 2016**

**Present:**

Judith Barnes  
Michael Craig  
Carol Darnell  
Charles Glanville  
Sam Griffin

Claire Lynn  
Martin McMahon  
Ingrid Morrison  
Mark Newstead

Frank Newton  
Richard Potter  
Mark Sanderson  
Philip Speer  
Anthony Ward

	Main points discussed	Decisions taken and Action	When	By whom
1	<b>Apologies and Declaration of Interest</b>  John Andrews Stuart Grey Jane Moore Adrian Smith Jim Stavrou Duncan Woodall  <b>Declaration of interest:</b>	         There were no declarations of interest.		
2	<b>Minutes and matters arising from the minutes of the Full Governors' meeting on 2 March, 2016</b> <b>5 Dual Use</b> Mr Speer updated the meeting with regard to the contribution from the school towards the maintenance of One Leisure car park. The figure of 40% suggested by the board of governors for the main centre car park at the last meeting had been agreed by Hunts District Council and this has now been submitted to County. This is hoped to be settled very shortly and before the end of this term.  There were no other matters arising from the minutes and they were taken as a true record of the meeting.			
3	<b>Governor/SLT links, Committee Membership and Attendance at Events</b>  <b>Governor/SLT links</b> A paper detailing all SLT and governor links was tabled. Mr Glanville reported that there were two or three changes namely: <ul style="list-style-type: none"><li>• Mr Potter had moved to link with Miss Sherwood (Attendance and Safeguarding)</li><li>• Mr Newstead to link with Miss Morrison</li><li>• Mr Woodall to link with Mrs Perry (Director of Sixth Form)</li></ul>			

	Main points discussed	Decisions taken and Action	When	By whom
	<p><b>Committee Membership</b></p> <p>This had been attached with the agenda and was for information purposes only.</p> <p><b>Attendance at Events</b></p> <p>An updated list had also been circulated with the agenda and volunteers were asked for the events that hadn't been accounted for.</p> <p><b>ACTION: The end-of-year assemblies had been added and the clerk to the governors is to circulate a more detailed schedule for governors to complete their availability for these events.</b></p> <p>It was noted that the Year 7 and Year 9 assemblies were on the same day, a query was raised regarding the timing. Mr Griffin confirmed Year 7 at 8.45am and Year 9 at 12.05.</p>			
4	<p><b>Safeguarding CIF Project</b></p> <p>Mr Glanville reported on the success in securing the bid. Mr Griffin reported the electrical bid (to rewire main lock) had unfortunately been unsuccessful, however, it had been suggested that the school should reapply after a further year or two.</p> <p>Papers detailing the breakdown of the schedule of work for the safeguarding project together with the budget estimate cost were tabled. This is being undertaken under the remit of Premises Governors, and Mrs Chiano, the finance director is the project manager. The school will shortly be going out to tender. Mr Newstead reported that the meeting with the consultant would be taking place on 18 May and that both Mrs Chiano and he would be attending. Feedback would be given to the governors following this meeting.</p> <p>The school anticipates an Ofsted inspection in the near future and as a consequence of securing the bid, would therefore be able to produce the proposals planned to ensure that safeguarding was being administered.</p> <p><b>CHALLENGE:</b> Mrs Lynn enquired whether the school would then be fully security protected? Mr Griffin stated that access from One Leisure Centre would be restricted, however the perpetual right of way to the golf course club house still presented a problem at the top of the site. Mr Glanville suggested this right of way should be explored with the possibility of applying to change this to ensure that the safeguarding agenda was fully compliant.</p>			
5	<p><b>SIP (School Improvement Plan)</b></p> <p>Mr Griffin introduced this agenda item. Two documents had been tabled for the meeting:</p> <ol style="list-style-type: none"> <li>1 <i>School Improvement Plan March 2015</i> produced by Mr McGarry and the senior leadership team Easter 2015 detailing the improvements put in place to raise achievement within the school until the end of this academic year;</li> <li>2 <i>Additional school improvement priorities</i> compiled by Mr Griffin</li> </ol> <p>Mr Griffin explained that he had RAG rated the SIP March 2015; one or two areas were indicated as red; progress had not been made or the school had moved in a slightly different direction. The majority however, were amber or green and seen as very positive steps for the school.</p> <p>The Additional School Improvement Priorities document detailed areas for specific focus, including success criteria and their review of progress as at April 2016.</p> <p>Mr Griffin commented on the following:</p> <p><b>Homework:</b></p> <p>Very good progress had been achieved this year and it was felt that the school could communicate to parents about the quality and quantity of homework being set with some degree of accuracy.</p>			

	Main points discussed	Decisions taken and Action	When	By whom
	<p><b>Improving Performance:</b></p> <ul style="list-style-type: none"> <li>All the areas as detailed in Mr Micheson's (HMI) list of action had seen significant progress but it was too early to see the outcome, this would be revealed in the summer examination results.</li> <li>Pupil Premium work was being closely monitored with additional resources and initiatives being put in place; this is a key inspection point with Ofsted.</li> <li>DfE performance tables for disadvantaged student data states: three year average percentage point gap between disadvantaged and other students gaining 5+ A* - C GCSEs including English and maths, England gap 27, Cambridgeshire gap 33 and St Ivo gap 23.</li> <li>With the implementation of the new measures, Progress 8 and Attainment 8 it is difficult to predict a fair score at present.</li> <li>Teaching and Learning meetings to share good practice are regular features within the school.</li> </ul> <p><b>Attendance:</b> work continues to be implemented to improve this, overall attendance is currently over 95.3%.</p> <p><b>English Language:</b></p> <ul style="list-style-type: none"> <li>Predictions this year look very favourable with many interventions having been put in place.</li> <li>Work with the most able students needs to be improved overall in the school, and the review of the English department this week will also be encompassing the area of challenge for extension work for these students.</li> </ul> <p><b>Period 6:</b> Discussions have taken place regarding moving away from this model.</p> <p><b>Challenge:</b> Mrs Lynn enquired if the school could produce a paper highlighting the current initiatives in place to challenge the most able students. <b>ACTION: This was agreed and a paper will be produced.</b></p>			
6	<p><b>SEF (School Self-Evaluation Form)</b> This document was tabled at the meeting.</p> <ul style="list-style-type: none"> <li>Mr Griffin explained this was a 'live' document detailing the criteria from Ofsted to raise standards and achievement. It relates to all the targets the school has been set by the full Ofsted inspection in 2014 and the three subsequent section 8 monitoring visits. It identifies the work implemented and currently in progress, and can be updated at any time. The school grades itself using the Ofsted grades 1-4 against the particular criteria. These have all been graded at 2: Good:</li> <li>Overall effectiveness</li> <li>Leadership and Management</li> <li>Quality of teaching, learning and assessment</li> <li>Outcome for students</li> <li>Personal development, behaviour and welfare</li> <li>16 – 19 study programme</li> </ul> <p>Comments from Mr Griffin:</p> <ul style="list-style-type: none"> <li><b>Disadvantaged students:</b> A document is currently being produced by Dr Craig from information received by staff which will be submitted to SLT shortly. Ofsted will be seeking evidence and scrutinising data to support increased measures implemented in order to raise the performance of disadvantaged students, in particular in English and maths. The school acknowledges that the 16 – 19 programmes need further progress.</li> <li><b>Attendance:</b> needs general improvement including for free school meals' students and for those on the PA register.</li> </ul> <p><b>Challenge</b> Mrs Lynn queried the attendance figures for Sept to March 2015 – 2016 showing 95.61%. Were these correct as figures on the Additional School Improvement Priorities 2015/16 (in SIP above) stated 95.3. <b>ACTION: The correct figure, 95.61 to be inserted into the Priorities document.</b></p>			

	Main points discussed	Decisions taken and Action	When	By whom
	<ul style="list-style-type: none"> <li> <b>Behaviour:</b> the data produced shows behaviour is good and solid on a day to day basis. Reflection room referrals have halved this academic year and there has also been a decrease in the number of exclusions. Reflection room figures for March do show a slight rise, but this is thought to be usual at this time of year. </li> </ul> <p>Mr Griffin reported that due to the change in the inspection framework there is the potential for an inspection to take two days. The next projected visit for a full inspection at St Ivo is sometime this year.</p> <p><b>Challenge</b> Dr McMahon stated the SEF information was very useful and informative detailing many improvements. However, what would be the outcome if the English language results were not improved in the summer 2016 examinations?</p> <p>Mr Griffin stated that the English language GCSE results had been inconsistent over the last few years whilst English literature had been constant at a higher level. It is noted that there have been anomalies in the past due to the external examination marking and some grades have been changed as a result. Departmental reviews held by the senior leadership team are scheduled for departments throughout the year and the English department is having their full review this week. The KS3 curriculum for English is due to be reformed this year and it is envisaged this will produce a further improvement of standards to encourage higher grades at KS4.</p> <p><b>Challenge</b> Dr McMahon queried the literacy strand across the whole school and the link between all departments. Mr Griffin reported this is ongoing work and under full discussion at the present time.</p> <p><b>Challenge</b> Mrs Barnes enquired about the new grading for GCSEs, namely 1 to 9 and that students could find it hard to achieve a higher grade? Mr Griffin explained that in 9 to 1 grading the 5 and above were the key grades for performance measures. The 5 is the equivalent of a high C and low B on the A*-G grades. The raising of the threshold should see a national drop in headline figures. It has been suggested that results typically in the high 60s under the old threshold could fall to the low 50s or even high 40s under the new measures. Governors were reminded that Progress 8 and Attainment 8 were to be the key performance measures.</p> <p><b>ACTION:</b> <b>Mr Speer requested the information being produced regarding disadvantaged students to be informative but concise in view of the impending Ofsted inspection and to be available as soon as possible for governors. Also current work on attendance to be included and the ongoing building of relationships with the primary schools.</b></p> <p>He suggested that 'closing the gap' for students, improving attendance figures, is essential from Year 7 in order for students to understand the importance of attending school in order to achieve their potential in their final examinations.</p> <p>Dr Craig reported on the initiatives that are being undertaken within the school regarding Pupil Premium work associated with disadvantaged students, these include</p> <ul style="list-style-type: none"> <li>Mark assessment feedback policy</li> <li>Teachers' appraisal (includes PP students and a report on their progress)</li> <li>7 Jump</li> <li>Student Voice</li> <li>Literacy and numeracy</li> <li>Parent voice</li> <li>Form tutors</li> </ul> <p>Dr Craig has been working with personnel from the Hinchingsbrooke partnership and has introduced a tracking system to highlight data. This information also includes Year 12.</p> <p>Miss Morrison arrived at 4.30pm.</p>			

	Main points discussed	Decisions taken and Action	When	By whom
7	<p><b>Headteacher's Report</b></p> <p><b>Recruitment</b> Mr Griffin reported on the difficulties the school were facing recruiting teachers; three advertisements had recently been placed for teachers of business studies and economics, maths and design and technology and as a result no applications had been received.</p> <p>The TES (Times Educational Supplement) is offering schools specific packages for advertising, they have noted that schools are unable to afford the exorbitant cost of adverts and therefore have developed these schemes. After consideration St Ivo has decided to opt for the 'Essentials package' a year's subscription being £14,000 which will include any amount of adverts and re-adverts plus other enhancements. The TES is a nationally recognised medium for advertising educational posts.</p> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Mr Alexander, Head of Media Studies will be leaving at the end of the summer.</li> <li>• Elaine Warriner, currently teaching at St Ivo, was appointed as Head of History recently and will take up her new post in September 2016.</li> <li>• Mrs Malster has been appointed as Head of Media Studies, temporary appointment for one year to start in September 2016</li> <li>• Support staff, Head's PA and Clerk to the governors, Mrs Jest, is retiring at the end of the summer term.</li> </ul> <p><b>Fairer funding consultation</b> Mr Griffin reported that this closed last month. The school responded together with several staff individually, parents and governors. Mr Griffin reported that he had sent a letter to Jonathan Djanogly, the area MP recently asking for his actions regarding this. He has, to date, received no reply.</p> <p><b>Appeals</b> St Ivo has the second highest figure in Cambridgeshire with currently 80 students on its waiting list and 18 appeal cases. Mr Griffin informed governors that a number of students who live in the catchment area and attend the catchment primary were unsuccessful in achieving a place. The school had subsequently been in discussion with admissions at County and it had been suggested by St Ivo that the school could exceed its PAN (pupil admission number) of 296 in this instance in order to accommodate these seven children.</p> <p><b>Length of governor committee meetings</b> Mr Griffin thanked the governors for taking on board the suggestion for reducing the length of meetings, these had still proved to be very informative and productive.</p> <p><b>Quality of teaching</b></p> <ul style="list-style-type: none"> <li>• A reform to the sixth form is being reviewed. The whole educational experience, academic as well as extra curricular opportunities, is perceived as a very important factor in guiding and providing students with the knowledge and ability to manage their future pathways within the wider community on leaving school. St Ivo wishes to retain this. Examples of recent additional events: representatives from the areas political parties have made presentations regarding the EU reform, a public astronomer from Cambridge University's Institute of Astronomy presented '<i>Exploring the Solar System</i>'.</li> <li>• For September the school has had to act prudently with the sixth form options and run only subjects that have received a substantial level of interest. However, it recognises that there could be a decrease in sixth form numbers if certain subjects were unavailable due to low uptake, and is therefore continuing with these.</li> <li>• Changes have been made to study leave for examination years.</li> <li>• The uptake for Year 12 is currently standing at 190.</li> </ul> <p>Mr Griffin made reference to the good work being achieved across the whole school and the impact this was having.</p>			

	Main points discussed	Decisions taken and Action	When	By whom
	<p>With Ofsted expected this year it was hoped the school had made significant improvement to be raised to 'Good'.</p> <p><b>Questions from the floor</b></p> <ul style="list-style-type: none"> <li>• <b>Challenge:</b> Mrs Barnes enquired if learning walks had been undertaken?</li> </ul> <p>Mr Griffin reported that these were continuing and being closely monitored for evidence. Staff are used to having regular visits to their lessons.</p> <ul style="list-style-type: none"> <li>• Mrs Lynn re recruitment: suggest adverts also include offer of part-time work. Mr Griffin stated this was an option in some cases and the school would accommodate this wherever possible. Mr Newton reported the personnel committee had minuted at their last meeting that part time employees should be considered if appropriate.</li> <li>• Mr Newton enquired if SLT would be reviewing the operational administration side of the school? Mr Griffin reported this would be undertaken very shortly.</li> </ul> <p>Mr Glanville thanked the head for the information and data contained in the SIP and SEP and how the governors valued its content. He also acknowledged the very good input at the governors' training meeting last night.</p>			
8	<p><b>Reports from the Committees</b></p> <p><b>Curriculum and Standards</b> In Mr Stavrou's absence Miss Morrison reported:</p> <ul style="list-style-type: none"> <li>• Mr Davies, Assistant Head had given a presentation on data and the best method of interpretation.</li> <li>• Year 12 and Year 13 total number of students on roll and the subjects that are offered. These are based usually on uptake and try to include at least one subject area within a specified subject, eg design and technology department, either resistant materials or graphics whichever had the largest number interested.</li> <li>• A discussion on 'gifted and talented' as requested by Dr McMahon. Further discussion and a visit by Mr Cook, the member of staff in charge of this area, will be scheduled in the future. This will include <i>'How the school plans to track and challenge gifted and talented students'</i>.</li> <li>• Next Monday's meeting on 9 May will include curriculum changes for September 2016 and September 2017.</li> </ul> <p><b>Finance</b> Mr Speer reported on the following:</p> <ul style="list-style-type: none"> <li>• Discussion on the CIF Safeguarding bid and the finance and security works involved. Meticulous project management is required to keep within allocated budget.</li> <li>• At the next meeting in June, budget setting for 2016-2017 will be undertaken. Figures will be brought to the Full Governors for ratification at their next meeting in June. It was noted that funding for Years 7 to 11 will be reduced by £105,000. St Ivo has now been designated a rural school as opposed to a town school and the student weighting is, as a result of this categorisation, significantly reduced. A decrease in the sixth form funding, due as a consequence to lower anticipated numbers, will be reduced by £118,000. Fortunately the school has accumulated a surplus of £100,000 which will be carried forward to assist in accommodating these shortfalls.</li> </ul> <p><b>Personnel</b> Mr Newton reported:</p> <ul style="list-style-type: none"> <li>• Support staff appraisal: currently going through the consultation period.</li> <li>• Recruitment ideas including the recruitment of part-time staff to fill the current vacancies.</li> <li>• NQT comments.</li> </ul>			

	Main points discussed	Decisions taken and Action	When	By whom
	<ul style="list-style-type: none"> <li>Following the suggestion at a previous Full Governors meeting regarding appointing vice chairs for each individual committee, the personnel committee agreed this position was not required within this committee.</li> <li>General staffing update.</li> <li>Policy reviews.</li> </ul> <p><b>Premises</b> Mr Newstead reported in the absence of Mr Woodall, the chair:</p> <ul style="list-style-type: none"> <li>Discussed the recent security improvement in the reception area.</li> <li>Safeguarding CIF project.</li> <li>Dr McMahon reported on solar panels and other sustainable energy ideas available from County level and the optional payback schemes. Mr D’Souza from County had visited the school recently to present the energy contract scheme to Dr McMahon and Mrs Gibbons, premises manager. As a result the school had signed up to the scheme and County will be undertaking a survey shortly, free of charge. At this point, the school has the option to terminate the scheme and thus incur no expenditure.</li> <li>Summer holiday work plan.</li> <li>Parents volunteering (the In-school support team) to undertake painting in the summer holiday.</li> </ul> <p>Mr Glanville requested that accessibility should be an agenda item for the next meeting.</p> <p><b>Student Welfare and Community Engagement</b> Mrs Lynn, chair reported:</p> <ul style="list-style-type: none"> <li>Discussion on attendance</li> <li>Study leave for Years 11 and 12 which has been scheduled to start later in the term this year</li> <li>Pupil Premium</li> <li>Reflection room</li> <li>Uniform – ensuring the correct uniform is adhered to by students as stated in the uniform policy.</li> </ul>			
9	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li><b>Partnership with Hinchingsbrooke</b> Mr Glanville reported that the agreement has now been formalised and that everything seems to be working efficiently and effectively between the two schools. Another meeting between the two schools is scheduled very shortly. <p>Both parties agreed that it would be very beneficial for both governing boards to meet (all members) to discuss how governance operates in each school.</p> <li>Mrs Lynn enquired if a St Ivo School SLT/governor seminar was scheduled for this term?</li> <li>It was reported that three or four governors’ term of office was due to expire this year. This will be noted in more detail at the next meeting.</li> <li>Mrs Barnes wished to thank Mrs Sloan and Mr Davies for their very good and informative INSET delivered to the governors on Tuesday evening, 3 May. Mr Glanville stated another session would be advantageous for those governors who were unable to be present.</li> </li></ul>			
	The meeting ended at 5.44pm	Date of next meeting: Wed 22 June 2016 at 2.00pm		