



**ST IVO SCHOOL**  
**Minutes of the Full Governors' meeting**  
**held on Wednesday, 6 May 2015 at 2.00pm**

**Present:**

Judith Barnes  
 Simon Crisp  
 Charles Glanville  
 Stuart Grey  
 Chris Hillsdon

Claire Lynn  
 Martin McGarry  
 Jane Moore  
 Ingrid Morrison  
 Frank Newton

Adrian Smith  
 Philip Speer  
 Anthony Ward  
 Duncan Woodall

Jane Moore: sent apologies prior to the meeting. Mrs Moore will need to depart from the meeting at 2.45 due to examination work with students

<b>1</b>	<p><b>Apologies</b>          Messrs Andrews, King, Mead, McMahon, Potter, Sanderson and Stavrou.</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>
<b>2</b>	<p><b>Welcome to new Parent Governor, Committee Membership, SLT Link and Mentor</b></p>	<p>Dr McMahon unable to attend the meeting today. Welcomed, in his absence, by the Chair of Governors. Member of Curriculum and Premises committees. SLT link Governor (together with Mr King) with Mr Wilson.</p> <p>Mentor yet to be decided.</p>	<b>ASAP</b>	<b>Chair</b>
<b>3</b>	<p><b>Minutes and Matters arising (29 March 2015)</b></p> <p><b>Page 6: ACTION: fourth line;</b> delete the word diversely and insert 'adversely', <i>'that would adversely affect the running of the school'</i>.</p> <p><b>Page 11:</b> delete the word excessively and insert 'exclusively'. <i>'The 'catch-up' fund has been used exclusively for 7 Jump'</i>.</p> <p>Re: <b>CONFIDENTIALITY:</b> clarify what confidential should cover.</p>			
		<p>Governors were in agreement to use the term 'Confidential' only when the issue related personally to a specifically named person.</p>		

	<b>MINUTE TAKING:</b> Discussion on format of minuting.	To be less detailed and contain brief, to the point comments regarding decisions and challenges. Columns to be included: Action, When and By Whom.		
<b>4</b>	<p><b>Updates</b></p> <p><b>OFSTED Revisit 21 May 2015</b> Mr John Mitcheson in school for one day. Mr McGarry to compile schedule: revisit Maths and English. Meet members of staff and students. Also Governors re Governance. At the end of the day feedback to SLT together with Governors.</p> <p>Department reviews update regarding Maths and English had been included in the minutes dated 29 March.</p> <p>The school had implemented many new initiatives following Mr Mitcheson's former visit in January.</p> <p><b>Skills Audit and Community Governor Vacancy</b> Although the NGA Skills Audit had been adopted at this present time, further enquiries would be made to determine a more objective format.</p> <p>Skills audit to be used to formulate a profile for any new Community Governor vacancy.</p> <p><b>Academy Trusts</b> Meeting discussed the following models</p> <ul style="list-style-type: none"> <li>• Multi-Academy Trust</li> <li>• Federation</li> <li>• Partnership</li> </ul> <p>The HASP (Huntingdonshire Academies Secondary Partnership) maybe dissolving shortly.</p> <p>The way forward was thought to be working within a partnership to be able to share resources eg teaching staff, working practices etc.</p> <p><b>Meeting start time</b> A survey had been conducted following the last Full Governors' meeting.</p>	<p>Governors available on this day: Messrs Glanville, Woodall, Newton and Smith. Mr Potter or Mr Stavrou to be approached to see availability.</p> <p><b>Challenge: Governors to see whether satisfied with progress.</b></p> <p>Governors were reminded to submit their audits to the clerk as soon as possible.</p> <p>Details to be circulated to parents, staff and the local community, to be included on the school website.</p> <p>Chair reported that two thirds of the Governors requested a 2.00pm start. Little support for meeting to start after 4.00pm. Agreed start time to alternate in future between 2.00pm and 3.30pm, depending on availability of meeting room.</p>	<b>11/5/15</b>	<b>Clerk</b>
			<b>Ongoing</b>	<b>Clerk</b>

	<p><b>School Uniform (Extra agenda item)</b> Miss Sherwood and Mr Varey attended the meeting to present a proposal regarding the sale of uniform. To keep continuity within uniform, specifically aimed at trousers and skirts, it was proposed to appoint a sole supplier of these to the school, this to be Price and Buckland, our present supplier of polo and sweat shirts. The cost of the whole uniform, trousers, sweatshirt and polo shirt would be approximately £40.00. It was hoped to eliminate the current trend towards 'fashion fitted' models.</p> <p><b>Shoes</b> The issue of the type and colour of shoes was discussed. The proposal was made for plain, black shoes.</p>	<p>Next meeting to start at 3.30pm Wednesday, 24 June, 2015.</p> <p>The Governors agreed with the proposal for the sole supplier of the full uniform. It was understood that the new head, Mr Griffin, had been approached regarding this.</p> <p>A letter to be drafted for parents/carers and passed to Mr Smith to peruse (as a Parent Governor) prior to its distribution.</p> <p>The Governors agreed, all shoes to be plain black.</p> <p>The above proposals to be included in the Uniform Policy as soon as possible.</p>	<p><b>ASAP</b></p>	<p><b>Va/Sw</b></p>
<p><b>5</b></p>	<p><b>Reports from Committee Chairs</b></p> <p><b>Premises</b> Mr Grey reported the following (in Mr Mead's absence).</p> <ul style="list-style-type: none"> <li>• Vandalism in boys' toilets especially in Craft and N block;</li> <li>• Suggestion made that fluorescent lighting in the hall needs replacing with LED lights.</li> <li>• Ceiling replacement in geography dept.</li> <li>• Renovation work to the Keep – new study area downstairs, work in the Common Room and new windows. Students from the current Years 12 and 10 have been approached regarding facilities. The new study room near the Resource Centre, completed two years ago, has been a great success with Sixth Form students.</li> </ul>	<p>CCTV has been inserted in the doorway of the boys' toilets in N block. Adopting this facility eradicated the previous problems in main block toilets.</p> <p>This needs to be costed.</p> <p>This work to be completed one week prior to the start of the new September term.</p> <p>Mr Smith and Mrs Lynn suggested that the press should be informed of the work planned for the new Centre.</p> <p>Plans will be available in the school very shortly for all students to see the exciting changes to the Sixth Form area. Assemblies to all year groups will feature the new area.</p>	<p><b>ASAP</b></p>	<p><b>GIB</b></p>

	<p><b>Personnel</b> Mr Newton reported:</p> <ul style="list-style-type: none"> <li>• Safer Recruitment, safeguarding and DBS checks had featured very prominently recently. A new Safer Employment policy has been issued, the school is to adopt the County version.</li> <li>• The temporary Assistant Head posts were extended for a further 6 months.</li> <li>• Support staff appraisal, this is work in progress by Mr Newton and Mrs Chiano, the new Finance Director.</li> <li>• Staff appraisals were discussed and whether targets had been met.</li> <li>• Mr Robin Gildersleeve has been appointed as the School Improvement Adviser, (SIA).</li> </ul> <p><b>Headteacher's Appraisal Committee</b> Mr Hillsdon wished to resign from his position of governor on the Headteacher's appraisal committee. Currently this group is Messrs Hillsdon, Speer and Newton. The Board of Governors are required to agree any new appointment and Mr Newton proposed and it was seconded by Mr Woodall, that Dr Sanderson be appointed in Mr Hillsdon's place.</p> <p>Formerly it has been the practice to inform Governors only at the Personnel Committee meeting that the Head has met his objectives and not to state the actual specific objectives. Mr Newton reported that he wished to include in the policy that the KPIs (key performance indicators) should be shared with the Full Governing Body.</p> <p><b>Curriculum</b> Mrs Barnes reported in Dr Sanderson's absence. Miss Crellin had delivered a presentation on PSHE, current delivery and future plans.</p> <p>Mr Davies had presented some training on Raiseonline and Dashboard at a recent meeting.</p> <p>The area of Higher Achiever had been discussed and the best way to approach this. This is currently being researched by Mr McGarry and Mr Cook.</p> <p>Policies had been discussed, Home School Agreement and Exams. Mrs Lynn had made some recommendations for areas of the Home School Agreement to be included in the school planners. Re: Exams: The Exams Board advises on the content.</p>	<p>Work is being undertaken to include the school's Safer Recruitment policy within this.</p> <p><b>The Governing Body fully agreed. Dr Sanderson will work shadow for one meeting.</b></p> <p>Mrs Lynn reported Mr Potter had recommended the use of some PSHE software costing £400 which was very useful and informative.</p> <p>Further training for the whole Governing Body is to be organised in the future.</p>	<p>Ongoing</p> <p>Prior to 21/5/15</p>	<p><b>Mr Newton</b></p> <p><b>Dv/Stav</b></p>
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	<p>Miss Morrison reported on the new Sixth Form curriculum and that with the forthcoming election things could change. Students will have the opportunity to sit an AS exam, however, this will not in future count towards the new A level.</p> <p><b>Student Welfare and Community</b> Mrs Lynn reported that the success of the GCSE Maths and English students who follow courses with ACL (Adult and Community Learning) should be published.</p> <p>Attendance figures were discussed. The study leave does have some affect on the final figures.</p> <p>Mental health issues have increased particularly in in Years 10 and 11, and there are plans to explore this in more depth.</p> <p>Radicalisation also discussed. The SENCO will be attending a conference on 11 May and will report back to the meeting that night.</p> <p>The PCSO will be attending the next meeting to deliver a presentation on her work within the community.</p> <p>Parents' Association is up and running. A very successful social event had recently been held with over 100 in attendance. Parents' Association planning a 60<sup>th</sup> school anniversary event.</p> <p>Alumini: Mrs Lynn is visiting three schools in the area with Alumini in place to observe the best way of setting this up.</p> <p><b>Finance</b> Mr Speer reported that Mrs Chiano, the new Director of Finance and Resources had commenced working at the school on 13 April.</p> <p>Funding had been allocated for the renovation work to The Keep. The maximum amount to be £200,000.</p> <p>Governors were interested to see the results of the election on Thursday, 7 May, to learn how Cambridgeshire would fare in fairer funding.</p>			
6	<p><b>Headteacher's Report</b> <b>SIP:</b> this is a live document available on the website. Governors will be alerted if there are any substantial changes. SIP defines a school's targeted work to raise achievement for all of its students. <b>SEF:</b> Also a live on-going document. This outlines the current work being undertaken.</p>			

<p><b>RaiseOnline:</b> This document was included in the Governors' folders, together with Dashboard.</p> <p><b>Department Reviews:</b> Formerly SLT undertook to complete a review every week, however, this is not the current practice and will be re-established shortly on a fortnightly basis. Each department to have two reviews annually, except for English and Maths where this will be more frequent.</p> <p><b>Challenge for All:</b> A new initiative delivered by Mr McGarry to ensure that students are sufficiently challenged. He explained the methodology to use (paper tabled) to ensure its success ref:   Value My Own Learning</p> <p>For the school to be 'Outstanding' the students should be independent learners wishing to learn and demanding information from their teachers. Therefore <i>Teaching and Learning</i> is the important focus for this. <i>Homework:</i> needs to be improved to encourage indepth learning and encourage further exploration of the lesson covered. <i>Attitude:</i> motivate students during downtime.</p> <p><b>Transition Year 6 to Year 7 and Year 11 to Year 12</b> Mr Crisp reported</p> <ul style="list-style-type: none"> <li>• 296 students for entry into Year 7 for the new academic year in September 2015.</li> <li>• A 10 form entry.</li> <li>• 82 students out of catchment.</li> <li>• Still some appeals for first choice.</li> <li>• Started process of allocating tutor groups based on <ul style="list-style-type: none"> <li>*No friendship groups</li> <li>*SEN needs</li> <li>*Inclusion</li> <li>*7 Jump</li> </ul> </li> <li>• A meeting will be held with the Year 6 staff shortly.</li> <li>• Year 6 children visiting the school on Thurs 2 July will be informed of their tutor groups.</li> <li>• Parents invited along in the evening.</li> <li>• 3 July – Year 6 Sports day in tutor groups.</li> </ul> <p><b>Year 11 into Year 12</b> Miss Morrison reported</p> <ul style="list-style-type: none"> <li>• Current Year 12 has 187 students.</li> <li>• Only 7 students have left since Sept 2014.</li> <li>• Changes to the entry criteria were made last year.</li> <li>• This year, received 231 applications from St Ivo students in Year 11, from a possible 294.</li> </ul>	<p>The school recognises the need for appropriate 'Challenge for All' within the school, from higher achievers to students with SEN.</p> <p>To be launched to staff this term and encouraged to take ownership.</p>		
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	<ul style="list-style-type: none"> <li>To date 211 students have been offered places.</li> <li>6 of the 211 are currently in Year 12.</li> <li>6 students joining from the European scheme.</li> <li>45 applications from external students, 39 were interviewed and currently 16 have been offered places.</li> <li>Majority of applications from Swavesey and Abbey.</li> <li>Year 13 in September 2015, current number is 164.</li> <li>Encouraging independent learning.</li> </ul> <p><b>Governors at a Glance</b> The Governors' information folders had been compiled by Mr McGarry and Mr Ward and contained much information needed for challenging the school eg</p> <ul style="list-style-type: none"> <li>RaiseOnline</li> <li>Dashboard</li> <li>Level 3 added (sixth form statistics)</li> <li>PANDA</li> <li>Information sheets on varying areas in the school eg Pupil Premium, Attendance</li> </ul>	<ul style="list-style-type: none"> <li>Updates to be issued when necessary.</li> <li>Feedback requested on the success of the folders.</li> <li>NB IVO sheet (I value my own learning) to be included.</li> </ul>	Ongoing	All Govs
7	<p><b>Governors' Improvement Plan</b> Taken by the Chair of Governors.</p> <ul style="list-style-type: none"> <li>Initial GIP had been compiled by Mr Smith as a result of the visits of Neil Gillespie, an Ofsted Inspector conducting a mock Ofsted inspection and the NGA review.</li> <li>Strategy group had met last week to discuss Version 2.</li> <li>Chair of Governors had updated, Version 3</li> <li>Each bullet point had been carefully considered and where required the Chair now asked the governors for recommendations:</li> </ul> <p>Penultimate bullet point page 2: <i>Review approach to link governors to improve links with SLT and develop role descriptions to clarify expectations.</i></p> <p>Mrs Barnes requested a discussion on the linking with SLT over Heads of Dept, which had been the former linking process.</p>	<ul style="list-style-type: none"> <li>Final copy agreed by the Governors will be formatted by Mr Smith, and included on the Governors' section of the school website.</li> </ul> <p>The Governors were asked for frequency of these meetings. Suggestion: to be the decision of the personnel involved. <b>This was agreed but not to be less than once per term.</b></p> <p><b>Action: This to be discussed with the new Head, Sam Griffin.</b></p> <p><b>Action: CMG (Heads of Dept) to be informed of the new process.</b></p>	ASAP	Clerk

	<p>Page 3, second bullet point: <i>Future appointment/reappointment of Community Governors to be more transparent and accountable.</i></p> <p>Page 3 fourth bullet point: <i>Define maximum term for chair</i></p> <p>Page 3 fifth bullet point: <i>Chair to introduce annual review process for Governors</i></p> <p>Page 3 seventh bullet point: <i>Minutes to de-personalise comments to ensure that challenge is clearly minuted</i></p> <p>Page 3 tenth bullet point: <i>External training to be provided to governors to interpret data about school performance</i></p> <p>Page3 last bullet point: <i>Review committee structure to more clearly align with key areas for improvement</i></p> <ul style="list-style-type: none"> <li>• Discussion took place</li> <li>• Suggestions made:</li> </ul> <ul style="list-style-type: none"> <li>- Curriculum and Standards Committee;</li> <li>- Student Welfare and Community- to incorporate ACL (Community) within the whole school instead of under governance, to be the responsibility of a member of SLT and linked with a governor, (Mr Speer had volunteered).</li> <li>- Student Welfare and Community – to be called Student Welfare and Community Engagement.</li> <li>- Personnel: should be independent committee</li> </ul>	<p>The Chair proposed that when a vacancy occurs that the profile for the ideal candidate should be prepared with reference to the skills audit. The vacancy to be advertised within the school community, parents and staff. If there was a lot of interest then the Governors would need to decide on the process of recruitment.</p> <p>A clause could be added to ensure continuity of Governance should a Governor wish to remain in office, eg 'The Governing Body reserves the right, if an existing Governor's term ceases, to invite the person to re-stand without the need to reapply.'</p> <p>The Governors agreed the suggested maximum term of 6 years.</p> <p><b>Action: Plan to be put in place to be conducted throughout the school academic year.</b></p> <p>Following discussion all Governors agreed NOT to de-personalise minutes. Names still to be included.</p> <p><b>Action: Date to be decided prior to 21 May</b></p>	<p>ASAP</p>	<p>Chair</p>
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	<p>- <i>Finance and Premises: some schools link these two areas. Proposal by the Chair to keep them as separate committees due to the size of the school but to ensure that a Governor sits on both committees.</i></p> <p>It was acknowledged the Terms of Reference for the suggestions above would need to be reviewed.</p> <p>Mr Speer left the meeting at 5.15pm</p> <p>Page 4 fifth bullet point: <i>Improve Communication</i></p> <p><i>This should include the school as well as governors.</i></p> <p><i>Page 4 last bullet point: Introduction of SLT/Headteacher/Governors' meeting to present vision for school year, including statements by Chair of Governors and Headteacher.</i></p> <p>Mrs Barnes left the meeting at 5.45pm.</p>	<p><b>Governors agreed to reconstitute the committees in September when the new Head was in situ.</b></p> <p><b>Governors agreed that this should also include two school representatives as well as two governors.</b></p> <p><b>Governors agreed after discussion that this could be prior to the October half term.</b></p>		
8	<p><b>AOB</b></p> <p>Mr Smith suggested that updates of all the good progress should be made available for parents/carers.</p> <p>Mrs Lynn suggested the outcome of the Ofsted Inspector's visit on 21 May should also be available on the Governors' webpage.</p> <p>Mrs Lynn enquired about the school's 60<sup>th</sup> anniversary and whether the school would be appointing someone in charge. Mrs Lynn volunteered to compose copy for the webpage.</p> <p>Mr McGarry suggested Governors should read the article in 'Governing Matters' produced by the NGA entitled '21 Questions for Multi-Academy Trusts'.</p>	<p><b>Governors agreed to do this via the Head's half termly newsletter.</b></p> <p><b>Mr McGarry is to approach a member of staff who would be very suitable for the role.</b></p>	ASAP	Mg
	<p><b>The meeting ended at 6.00pm.</b></p>	<p><b>Date of next meeting: Wednesday 24 June 2015</b></p>		