



**ST IVO SCHOOL**  
**Minutes of the Governors' meeting**  
**held on Wednesday, 7 May 2014**

**Present:**

Judith Barnes  
 Sue Campbell  
 Carol Darnell  
 Charles Glanville  
 Stuart Grey  
 Chris Hillsdon

Frank Newton  
 Robin King  
 Claire Lynn  
 David Mead  
 Jane Moore  
 Mark Patterson

Tracy Roden  
 Mark Sanderson  
 Philip Speer  
 Jim Stavrou  
 Anthony Ward  
 Duncan Woodall

	Main points discussed	Decisions taken and Action	When	By whom
1	<p><b>Apologies and Declaration of Interest</b></p> <p><b>Declaration of interest:</b></p>	<p>John Andrews, Joanna Grimmer, Grace O'Reilly, Ingrid Morrison, Martin McGarry</p> <p>There were no declarations of interest.</p>		
2	<p><b>Minutes and Matters Arising from the Minutes of the Full Governors' Meeting held on 26 February, 2014</b>  <i>Agenda item 2.7: Link Governors</i></p> <p>Sue reported that the above item would be included on the agenda for the Full Governors' meeting on 25 June, when Governors who had been in contact with their relevant link departments would be able to give feedback on their visits. There will be future opportunities for those Governors who were in the process of organising visits to give feedback.</p> <p>Sue thanked Governors involved in the recent staff interview process and stated that an up-to-date list of staff leaving and new staff joining St Ivo would be available at the next meeting in June.</p> <p>The minutes were agreed and taken as a true record of the meeting.</p>			
3	<p><b>Visit of Girls' Year 7 Cricket Team</b></p> <p>Nine girls, eight from Year 7 and one from Year 8 attended the meeting with Clare Sherwood and Lisa Trigg (PE teachers).</p> <p>The girls had been a credit to the school and performed excellently in their matches, the details of their successes are below:</p> <ul style="list-style-type: none"> <li>• County tournament at Peterborough</li> <li>• Regional final at Leicester</li> <li>• National final at Lord's on Friday 25 April, where they came 4<sup>th</sup> out of 5 teams.</li> </ul>			

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	<p>Clare reported that they played extremely well in all of their matches, 750 teams had originally entered. At the national game at Lord's they had missed being 2<sup>nd</sup> by just 3 runs.</p> <p>The girls were very excited about the whole tournament and had met Charlotte Edwards, the Women's England Captain at Lords. They had also had a tour of the ground. They had won the first game and lost the other games by just 2 or 3 runs on each game.</p> <p>Lisa stated that every school which was entered had girls from Year 8 only and it is hoped that with another year's practice and experience the Year 7 team could become 1<sup>st</sup>! It was also noted that many had been independent schools.</p> <p>Good news had been forthcoming this week, Katherine Speed has been selected for U15 trials and Emilee Steel in Year 9 has also been called for England trials. The school is very proud of the girls.</p> <p><b>Other areas of success</b></p> <p>In the football field, one or two students have been trialled for Arsenal girls' team and on Tuesday evening the girls' 9-a-side U12 reached the quarter finals of a national competition.</p> <p>The Governors congratulated the girls on their success, and the girls thanked Miss Sherwood and Miss Trigg for all their time and commitment in assisting them to achieve such high levels of success.</p> <p>Sue reported that last week the Year 11 and Year 8 football teams had both won the Area Cup.</p> <p>Mark stated the level of sporting achievements at St Ivo was extraordinary.</p>			
4	<p><b>Governor membership: Community Governor and Staff Governor</b></p> <p>Sue reported that Duncan's term of office was due to expire very shortly. There were no other nominations for this position and Duncan wished to re-stand for office. A proposal was put forward by Frank and seconded by Judith. The Governors were unanimous in their vote.</p> <p><b>ACTION: Jane to inform Governor Services at Cambridgeshire County Council of Duncan's re-instatement as a Community governor.</b></p> <p>John's term of office was also due to expire and although John was very happy to re-stand, a staff election would need to be organised as per the Governors' Guide to the Law.</p>			
5	<p><b>Report from Chairs of Governor Committees</b></p> <p><b>FINANCE:</b> Philip informed the Governors that at the last meeting, held in February, issues such as financial regulations and the risk register were covered on the agenda.</p> <p><b>PREMISES:</b> David stated this committee had been in lengthy discussion regarding the bids for grants for capital funding for replacement windows and a performing arts centre.</p> <ul style="list-style-type: none"> <li>• One had been very successful for £850,000, namely the windows.</li> <li>• An appeal was being prepared regarding the performing arts centre as planning permission had already been confirmed but the school had not received confirmation, this was due later on in the week. The performing arts centre missed the bid by 2%;</li> <li>• David thanked Tracy for all her hard work in securing this funding.</li> <li>• Other areas included on the agenda have been general maintenance work and tidying the school grounds.</li> </ul> <p>Sue congratulated the team of site staff who had constructed the two offices down the main corridor, this had taken place during the Easter holidays. The work had been of a very high standard and the offices are already regularly</p>			

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	<p>used as meeting rooms.</p> <p><b>CURRICULUM:</b> Mark Sanderson stated there had been four meetings throughout the year and the first meeting of the year always focuses on exam results from the summer. The school had been disappointed at the GCSE results of 2013 and much discussion had taken place regarding this area.</p> <ul style="list-style-type: none"> <li>• Other areas of discussion had been regarding Go4schools, ipads and some of the activities involved with the link governor process.</li> <li>• At the last meeting held in March, the future curriculum changes had been discussed namely Progress 8, which supersedes the A* - C grades of the GCSE examinations.</li> <li>• Changes to the KS4 curriculum and the choices of the Foundation Pathways.</li> <li>• Policies are also agenda items and ensuring that they are reviewed regularly according to their review date.</li> <li>• Heads of department are also invited to do a presentation on their particular subject/area and at the next meeting Vicky Rix will be explaining all about the law department and vocational studies.</li> </ul> <p><b>PERSONNEL:</b> Frank reported that the area of interest at present was the use of cover supervisors and this is still under discussion.</p> <ul style="list-style-type: none"> <li>• Policies were a regular feature on the agenda and currently policies were being scrutinised for reference to the Local Authority (Cambridgeshire County Council) which needed to be superseded with 'Academy'.</li> <li>• The Persistent Complaints policy had been agreed.</li> <li>• Safer Recruitment was also reviewed and a course was organised for Governors and members of staff, delivered by EPM at St Ivo, all 12 members of staff and Governors were certificated.</li> <li>• Formerly the school had subscribed for two years to a 24 hour staff welfare company scheme, but this was felt to be financially unviable and the committee agreed to set up a new staff welfare group, comprising Chris, Sue, Frank and three staff representatives. A survey had just been issued to staff asking them to complete as soon as possible.</li> <li>• School Home Visits policy, there has been a significant change to this stating that there should be a minimum of two staff per visit for health and safety reasons.</li> <li>• Smoking policy was reviewed.</li> <li>• Whistle Blowing policy also reviewed.</li> <li>• The Recruitment policy is currently under discussion with regard to governors' involvement at interviews and this will be taken again at the next meeting on 19 May.</li> </ul> <p><b>DUAL USE of ONE LEISURE CENTRE</b> Philip updated Governors on the above.</p>			
6	<p><b>Feedback from the Strategy group</b> Sue reported that this group had met last Monday, 28 April and the following items were discussed:</p> <ul style="list-style-type: none"> <li>• The financial forecast for the next 4 years and the various options available.</li> <li>• Curriculum intervention and how to put this into practice initially at KS4 for Year 10 and 11 and also to introduce Period 6 for students who require extra support.</li> </ul> <p><b>Curriculum intervention</b> <i>KS4 and Period 6</i> Intervention for Years 10 and 11 students was discussed and the benefits of adding a Period 6 for those students who were weaker in literacy and numeracy.</p> <p>Staffing for this area in KS4 would be on a voluntary basis. The English department already has staff available for this and the intervention programme is already in place.</p> <p>Literacy and numeracy lessons (Period 6) would be timetabled on two separate days of the week so that students could attend both sessions if they required both areas. They would also need to have consistent attendance at these sessions and parents would be informed of this requirement. The KS4 extra revision sessions are optional, Period 6 will not be.</p>			

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<p>Sue explained that much more discussion and planning needed to be undertaken in order for Period 6 to be implemented.</p> <p><b>ACTION: This would be taken to the next Curriculum Committee on Monday, 2 June and included on the agenda for the Full Governors' meeting on 25 June.</b></p> <p>Mark stated that due to the logistical demands of setting the timetable, that Period 6 is currently being included due to the timescale involved.</p> <p><i>7Jump</i></p> <p>Mark explained that information has been passed to all staff informing them of this project and asking for interested teachers for <i>7Jump Base</i> teachers to submit their interest by Thursday 8 May.</p> <ul style="list-style-type: none"> <li>• To be aimed at Year 7 students who cannot access the current curriculum because of lower levels of both literacy and numeracy skills</li> <li>• The concept is for two groups of students and one teacher to be assigned to each group for continuity of contact following primary school</li> <li>• There will be an extra financial implication in staffing but it is essential that the weaker students are able to fulfil their potential. By implementing this at this stage it is hoped to lessen the requirement that is currently needed at KS4.</li> <li>• The literacy and numeracy lessons to replace other subjects, eg PE, drama or music. It is hoped that the students will progress sufficiently to be able to join their peers in these subjects at a later stage.</li> </ul> <p><i>Claire enquired if the students would be in specific, separate tutor groups?</i> Mark replied that they wouldn't, they would be allocated to a tutor group as is the normal practice. It was thought beneficial, in order to assist these students in learning to read, to allocate them several shorter periods during each day to keep them focussed.</p> <p>Sue welcomed the concept stating that children who could not read or write would have difficulties all through their life, and also as link governor to English she felt this was a very important process to put in place. When Sue had attended the GCSE results day in the summer, the students in Years 10 and 11 who had received intervention, had been very excited to receive their examination results.</p> <p>Mark pointed out that many schools in the country included English and maths in their timetable more frequently than St Ivo. This needed to be addressed so that results over time would reflect the increase in provision.</p> <p><i>Robin enquired whether students were screened for dyslexia?</i> Mark answered saying that the primary school teachers know the children very well and all information is passed on to the secondary school when the transition is made. Therefore St Ivo is aware of the level 2-3 children and when <i>7Jump</i> is in operation the base teacher will be able to assess what each individual student needs.</p> <p><i>Philip enquired the number of students that would be predicted to attend 7Jump from the Year 7 cohort of approximately 290.</i> Mark explained that the idea was to have one class in each half year group, approximately 20 in a class. A larger group size than this would not see the benefits. 60 students could be identified but a shortlist of 35 to 40 would need to be made.</p> <p>Mark expressed his confidence in the scheme and stated this would be very beneficial for the children it served. It was acknowledged that teaching children to read was a very specialist area. The school also recognised that the resources available were limited and the meeting was reminded that Cambridgeshire had been at an unfair disadvantage for many years past with regard to pupil funding. Neighbouring counties received much higher funding per pupil and the Governing Body was and has been for many years, very dissatisfied with this.</p> <p><i>Stuart enquired whether if we had the resources would it be possible to approach the primary schools to see if they could help?</i> Mark replied that resources are invested at primary level and specialist staff are allocated to the primary schools in many cases. St Ivo meets regularly with its feeder primary schools and has very good working relationships with all of them. They are all in favour of the <i>7Jump</i> scheme. The only issue might be the rooming. It is hoped to secure the services of two teachers within the staff at St Ivo and if more than two staff are interested then interviews will need to take place. Their places will obviously need to be filled within the school.</p>			

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	Judith suggested that perhaps volunteers could be obtained from retired teachers who could fill the role of base teachers. Mark stated that this had been discussed and there could be a role for a volunteer.			
7	<p><b>Improving Teaching Strategy (ITS)</b> In Sue West's absence due to illness, Dan Wilson, Assistant Head made a presentation to the Governing Body on Improving Teaching Strategy.</p> <p>Dan explained that formerly, teaching and learning had been based on learning objectives. More recently staff at St Ivo had been instructed to supersede this method by using Learning Intentions (LI) and Success Criteria (SC):</p> <ul style="list-style-type: none"> <li>• Learning Intentions <i>If learners are to take more responsibility for their own learning, then they need to know what they are going to learn, how they will recognise when they have succeeded and why they should learn it in the first place.</i></li> <li>• Success Criteria <i>How to recognise success?</i></li> </ul> <p>Using Learning Intentions and Success Criteria:</p> <ul style="list-style-type: none"> <li>• <i>creates more self-motivated pupils;</i></li> <li>• <i>empowers pupils to become independent learners;</i></li> <li>• <i>improves understanding; and</i></li> <li>• <i>can help focus feedback.</i></li> </ul> <p>The Learning Intentions are to inform the students what they are learning about. Dan had compiled a Powerpoint demo but unfortunately the technology was not available in The Aquarius Suite for this to be used. The document giving examples, will be distributed with the minutes. Example: It detailed how a transformer changes the size of an alternating voltage (LI) and then asked for explanations of why certain things occurred relating to the voltage (SC). The Success Criteria are the methods used in measuring the progress that students have made. Using this methodology of teaching and learning is proving to make a big impact on students' understanding.</p> <p>Sue enquired if the LI and SC are set for each teaching group by the department or can staff decide independently? Dan replied that some departments do work collectively as a department and that some staff do produce their own independently. However, next year these are to be put into schemes of work. Teaching staff will still have their professional freedom on how they teach the subject but the LI and SC will be set within the scheme of work.</p> <p>Sue enquired if NQTs would be joining already adverse with this training, however Dan perceived this would not be a general assumption as the recent ITE students in school had no prior knowledge of this scheme of LI and SC.</p> <p>Sue thanked Dan for his information.</p>			
8	<p><b>OFSTED Preparation Update</b> The school had been informed of an inspection, on Tuesday, 6 May at 12.30pm. The five inspectors would be present in school on Wednesday and Thursday, 7 and 8 May. Under the new OFSTED process, the Head is allowed to join in the shared team meetings. At lunchtime on Wednesday, 7 May they had discussed the 36 lessons that had been observed during the morning.</p> <p>It was envisaged that the school would receive a grade 3, (Requires Improvement). The summer's GCSE English results had not been as good as predicted and the results of November which had been taken into consideration had been a welcome contribution. Alan Davies, at his meeting with Mark and the inspector on data, had showed the inspector that the November entry had revealed a 10% rise in attainment in English (RaiseOnline). Therefore in-year progress was seen as being good. Sue remarked that the inspector should be made aware of all the intervention work that had been implemented last year and that the school is working hard to address the levels. Mark reminded governors that teaching and learning are linked and that if teaching is good then learning is good.</p>			

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	<p>The following observations had been made during the morning:</p> <ul style="list-style-type: none"> <li>• There had been some outstanding lessons and some lessons needing improvement.</li> <li>• Student behaviour is good in most cases.</li> <li>• Staff know what they are doing.</li> <li>• Marking is variable both between and within departments.</li> </ul> <p>Mark stated that on taking up the headship in September, he had perceived the school would be a grade 3, the SEF was also a grade 3. It is felt that OFSTED rely heavily on examination results data about the school. Grade 2 is Good and Grade 1 is Outstanding. Mark was confident that the school could reach higher grades with very good examination results over the next three years, 2014 – 2016 and with good quality teaching and students passionate for learning.</p> <p>Sue informed the Governors that the Lead Inspector, Tim Bristow, wished to meet with the Chair of Governors and two or three Governors at 4.00pm. Sue suggested that Philip, Mark Sanderson and Frank with their knowledge of the school, would be a good team and Jim also volunteered. This group was agreed by fellow Governors. Mark suggested the questions that would be asked, namely strengths and weaknesses, committee structure, the Governing Body's responsibilities in challenging and supporting the school etc.</p> <p>Mark suggested that the inspection team would be specifically looking with interest at Pupil Premium as the government had invested a great deal of financial support in this area this year. Simon Crisp, Assistant Head has been responsible for co-ordinating Pupil Premium and the school now has a database of all the students on the Pupil Premium plan and their specific needs and when and where they are getting support. It is noted that Year 11 Pupil Premium students are doing well at St Ivo, the predicted gap will only be 15%, the national figure is 26%. Reminder: The Pupil Premium gives schools extra funding to raise the attainment of disadvantaged pupils from reception to year 11, this includes LAC (Looked after Children) and children receiving free school meals.</p>			
9	<p><b>Headteacher's Report to the Governing Body (SIP)</b> This was taken as read and agreed.</p>			
10	<p><b>AOB</b></p> <p><b>Pension staging date:</b> Tracy stated this related to the LGPS (Local Government Pension Scheme) for support staff. Our automatic enrolment date was originally for 01.02.2014 however we were given the option of deferring until 2017. In February Tracy had contacted the Strategy Group by email to seek virtual approval to defer, Sue as Chair of the Group agreed this, Philip, Frank and Mark also approved.</p> <p><b>Governors' Curriculum Committee:</b> change of date from Monday 12 May to Monday 2 June.</p> <p><b>Year 11 on study leave:</b> their last day in school prior to exams will be Friday, 9 May. There will be a final assembly at 12.05 and Governors were invited.</p> <p><b>OFSTED Inspection report to Governors:</b> this would take place on Thursday, 8 May at 3.45 in the Conference Room (K1). Volunteers were requested, David, Duncan, Judith, Jane, Charles, Frank and Anthony kindly volunteered. Staff will receive a verbal report on Friday, 9 May at 8.15 in the dining hall.</p> <p>The meeting ended at 4.00pm.</p> <p><b>Date of next meeting: Wednesday, 25 June, 2014.</b></p>			