



**ST IVO SCHOOL**  
**Minutes of the Full Governors' meeting**  
**held on Wednesday, 9 December 2015 at 3.30pm**

**Present:**

John Andrews  
 Judith Barnes  
 Mike Craig  
 Carol Darnell  
 Charles Glanville  
 Sam Griffin

Claire Lynn  
 Martin McGarry  
 Martin McMahon  
 Jane Moore  
 Ingrid Morrison  
 Frank Newton

Adrian Smith  
 Mark Sanderson  
 Philip Speer  
 Jim Stavrou  
 Anthony Ward  
 Duncan Woodall

Mrs Moore: sent apologies prior to the meeting, will need to depart at 5.00pm.  
 Mr Stavrou attended from 3.40pm  
 Mrs Lynn attended from 3.55pm  
 Mr Speer and Mrs Darnell departed 5.25 and 6.00pm respectively

	<b>Main Points Discussed</b>	<b>Decision taken and Action</b>	<b>When</b>	<b>By whom?</b>
<b>1</b>	<p><b>Apologies</b>            Messrs Grey, King, Mead and Potter</p> <p><b>Declaration of Interest</b>            No declarations of interest.</p> <p>Mr Glanville welcomed Mrs Darnell's return to the Board as the newly co-opted Community Governor. This position had been agreed at the last Full Governors' Meeting.</p>			
<b>2</b>	<p><b>Minutes and Matters Arising from the meeting dated 21 October, 2015</b></p> <p>Prior to the meeting, two papers compiled by Dr Craig, entitled, '<i>Educational visits (trips): Categories</i>' and '<i>Educational visits: log of staffing costs</i>' had been distributed.</p> <p>Mr Smith stated he wished the information regarding the result of the vote following the request to remove the 'Voices for Change' blog and Facebook to be available on the minutes.</p>	<p>This was in response to the query made by Dr McMahon at the meeting on 24 June, 2015.</p> <p>This was agreed. Details below:            In favour: 7            Abstained: 3</p> <p>The minutes of the meeting were taken as a true record of the meeting subject to the amendment above being included.</p>		

<p><b>3</b></p>	<p><b>Community Governor Vacancy</b>  Mr Glanville reported that the vacancy had been advertised with the skill area required, '<i>Estate Management</i>'. Three responses had been received, one with the required skills and experience. Emails had been sent to the other two interested parties thanking them for their interest and stating that their details would be held on a database, should a suitable vacancy occur in the future.</p> <p>The interested candidate had been a chair of governors and also a district councillor prior to moving to this area.</p> <p>Mr Glanville informed governors that with regard to the two current vacancies for Community Governors, that he wished to consider the 'Training and Succession Planning' brief.</p> <p><b>CHALLENGE:</b> Mr Smith suggested the post should be advertised as news editorial in the press, as the use of Parentmail and the website, although reaching parents/carers, did not provide the facility of informing the wider, local community.</p> <p>Mr Glanville added the NGA (National Governors' Association) can provide an organisation that could assist with this type of 'recruitment'.</p>	<p>Mr Glanville and Mr Newton had met with the person concerned who has been invited to attend the next Board of Governors' meeting on 2 March to describe their experience and skills and state how they could contribute to governance.</p> <p>It was agreed that we would consider trying this for future positions.</p>		
<p><b>4</b></p>	<p><b>Approval of School Accounts for the Financial Year 2014/2015</b>  Mr Speer, Chair of Finance, reported the Annual Report and Financial Statements for the Year ended 31 August 2015 are required to be approved by the Board of Governors. A copy of this had been circulated with the agenda. These are statutory corporate accounts required to determine any profit the company has made and secondly to verify that the school is accounting for all the public funding it receives. This document had been approved by the Finance Committee at its last meeting. The auditors had also submitted a supporting management letter which outlined areas where financial management could be improved, these were outlined to the Governors.</p> <p><b>CHALLENGE:</b> Mr Smith queried the increase in investment income from 2014 to 2015.</p>	<p>Mr Speer reported this was bank interest accrued.</p>		

	<p><b>CHALLENGE:</b> Mr Smith queried the statement on Page 7 under Strategic Report: Achievements and Performance, stating that this was not a true reflection where the school is. <i>Pupil progress and achievement in some areas was rated as 'good or outstanding, by Ofsted in May 2014 at both GCSE and A level.</i></p> <p>This was discussed.</p> <p>Mr Speer proposed the accounts be approved with the following amendment:</p> <p><i>Although the overall judgement was that St Ivo Required Improvement, pupil progress and achievement in some areas was rated as 'good or outstanding, by Ofsted in May 2014 at both GCSE and A level.</i></p>	<p>All Governors were in favour.</p>		
<p><b>5</b></p>	<p><b>Governor Training and Succession Planning</b></p> <p>Mrs Darnell introduced this item. Mr Speer and Mrs Darnell had considered the NGA skills test results that had been completed by individual Governors earlier in the year, where their ratings on skills needed to be ranked 1 – 5 (1 being weak and 5 strong). The outcome suggested the following areas needed addressing and it was felt that training should be arranged in house by members of the school:</p> <ul style="list-style-type: none"> <li>• Finance (Mr Speer, Chair of Finance)</li> <li>• HR compliance (legal and safer recruitment) (Mrs Darnell – HR Adviser)</li> <li>• SEN – Miss Francis, St Ivo SENCO</li> </ul> <p><b>CHALLENGE:</b> Mr Smith suggested that data analysis to enable Governors to hold the Head to account would also be beneficial and Dr McMahon stated this area had been very prominent in a recent Governor training session he had attended, he felt data information should be more prevalent.</p> <p>Mr Stavrou suggested that as the academic year unfolds, national data information is released at certain points and that the Curriculum Committee is kept fully informed.</p> <p>Mr Glanville reminded Governors that a training session needed to be arranged for both:</p> <ul style="list-style-type: none"> <li>• Child Protection and</li> <li>• SEN</li> </ul> <p>and that data could also be included at some stage.</p> <p>Mr Woodall proposed that the data training should be differentiated for Governors with consideration given to levels of knowledge.</p>	<p>Mr Speer stated there would be an opportunity within the partnership with Hinchingsbrooke, as outlined in the attached Action Plan, to share best practice on the use of data to challenge school leadership.</p> <p><b>ACTION: A date to be arranged for training in the new year.</b></p>		

	<p>Mr Griffin stated the unvalidated RAISEonline summary report is now available and that this should be included in the next Curriculum meeting in January, for feed back to the Board of Governors at the next meeting in March.</p> <p>Dr McMahon suggested re RAISEonline, that access should be available for summary reports.</p> <p><b>Succession Planning</b> Mrs Darnell reported that it would be advantageous to implement succession planning. Mr Speer and Mrs Darnell suggested the following:</p> <ul style="list-style-type: none"> <li>• Vice chairs for individual committees</li> <li>• Attendance by Governors (at least on one occasion) at other committees during the year.</li> </ul> <p>A discussion ensued with the following points being presented:</p> <ul style="list-style-type: none"> <li>• The length of service as Chair of individual committees, is there a limit? <i>Answer: there is no limit.</i></li> <li>• A Parent Governor would have limited time scale for officer level, due to 4 year term if not re-elected</li> <li>• Commitment from all Governors for the role of Vice Chair or Chair</li> <li>• Election of Chair is undertaken by individual committees, therefore members elect the person they feel most experienced</li> <li>• Encourage out-going Chairs to take the Vice Chair's position thus still retaining valuable experience on the committee</li> <li>• NGA advises succession planning.</li> </ul>	<p><b>ACTION: Mr Griffin will make enquiries.</b></p> <p><b>ACTION: The meeting agreed to give Succession Planning further thought.</b></p>	Mr Griffin	<b>ASAP</b>
6	<p><b>Hinchingsbrooke Partnership Agreement and Year One Action Plan</b> The above draft documents had been distributed with the agenda. Mr Speer explained that formal approval would be required from each Board of Governors in order to proceed with the Partnership.</p> <ul style="list-style-type: none"> <li>• The Agreement had been compiled in this format to enable the partnership between the two schools to present freedom of movement</li> <li>• It is a framework to provide for the management and monitoring of the Partnership relationship</li> <li>• The Management Committee would comprise the Head and one Governor from each of the schools</li> <li>• Other schools in the area, primary and secondary would be welcome to join the Partnership</li> </ul>			

	<ul style="list-style-type: none"> <li>• Suggestions were requested for a suitable name for the Partnership.</li> </ul> <p>Mr Glanville reported the Governors at Hinchingsbrooke had recently approved the Agreement.</p> <p>Mr Glanville and Mr Paul Fenney, Chair of Governors at Hinchingsbrooke are meeting with Mr Tim Coulson, the Regional Commissioner for the Eastern Region on Tuesday, 5 January to present the Partnership to him. It was hoped that both schools had agreed the Agreement prior to this visit.</p> <p>Mr Griffin reported on his recent meeting with Mr Goulding, Headteacher at Hinchingsbrooke, where project proposals were put forward to include in the draft Partnership Action Plan. The final key areas of focus for 2015-2016 are:</p> <ul style="list-style-type: none"> <li>• Joint practice development</li> <li>• Continuing professional development</li> <li>• Scrutiny, monitoring and evaluation</li> <li>• Leadership and Management (including governance)</li> </ul> <p>The two schools would be able to work together in many areas, professional development and recruitment are just two examples.</p> <p><b>CHALLENGE:</b> Mr Woodall queried point 7.2 <i>Management Board</i> on the draft agreement: <i>The Management Board shall comprise: such other persons as the other members of the Management Board may co-opt from time to time.</i></p> <p>Mr Glanville explained this provided the opportunity to co-opt extra personnel from the two schools should this be necessary. However, it also enabled the Board to reduce numbers should other schools be interested in joining the Partnership.</p> <p><b>CHALLENGE:</b> Mr Stavrou asked how this would be communicated to staff and parents/carers? Mr Griffin responded saying he had met with Mrs Lynn and Mr Smith recently and discussed communication. Mr Goulding and Mr Griffin will both release the information on a designated date and time. At St Ivo, this will be as an item in the Newsletter which will be distributed through Parentmail.</p> <p>The staff have been informed of the Partnership and are aware of the specific areas under discussion. They will receive the full Action Plan in the new year when this has been formally agreed by both Boards of Governors.</p>	<p><b>PROPOSAL:</b> Mr Smith proposed the school adopt the Agreement and this was seconded by Dr Sanderson. All governors were in favour.</p> <p>The Governors wished the Head to clarify to parents/carers this was a partnership only and that St Ivo and Hinchingsbrooke would remain independently run schools retaining their individual ethos.</p>		
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	<p>Mr Glanville stated the Governors/Parents/Carers' Information Evening on 11 January 2016, would include more details from Mr Griffin. Parents would be able to put forward questions at this event.</p> <p>It was reported by Mr Speer that from the initial meetings with the two Heads and Governors involved from both schools, that the Partnership was seen as a very positive move forward in raising the standards of achievement of their schools to 'Good'.</p>			
7	<p><b>Safeguarding: Preliminary Feedback</b> Mr McGarry took this agenda item. He reminded Governors of the importance of this area and that on inspection, if Ofsted find any aspect of safeguarding to be unsatisfactory, the only category they can award is Special Measures.</p> <p>Here is a summary of the paper tabled: Since September St Ivo has:</p> <ul style="list-style-type: none"> <li>• Changed the school lanyards and badges. Staff badges now feature a recent photograph.</li> <li>• Introduced badges for sixth form students.</li> <li>• Formed a Safeguarding Group (staff)</li> <li>• Arranged for the Safeguarding Governor to spend a day in school as a safeguarding critical friend</li> <li>• Put together policies and procedures for critical incidents. Advice sought from two officers within Cambridgeshire County Council.</li> <li>• Carried out four types of safeguarding drills to test the newly introduced policies and procedures. These are: <i>trips, fire, lock-down and get-in</i>. The County Officer was present for the <i>get-in</i> procedure.</li> <li>• Arranged for the School Improvement Adviser to carry out a full, Ofsted-style safeguarding audit on 7 December. (Overall the feedback was very good with some areas needing further improvement)</li> </ul> <p>The following areas have been prioritised:</p> <ul style="list-style-type: none"> <li>• Replacing the existing radios with new licensed radios (January 2016)</li> <li>• Locking three crucial doors so that they require swipe cards (January 2016)</li> <li>• Improved signage (by February 2016)</li> <li>• A secure entry system with photograph badges for visitors (in January 2016)</li> <li>• An emergency button in reception (January 2016)</li> </ul>			

	<p>As the school is on an open campus there is the need to install further safeguarding measures; increasing gates and fencing, and as a result, the school is currently submitting a CIF (Capital Improvement Fund) bid to the EFA (Education Funding Agency).</p> <p><b>CHALLENGE:</b> Mrs Lynn queried the timing for this. Miss Morrison stated the bid needed to be submitted by 16 December and that the school would be informed of the outcome by February/March. The funding has to be used within a year. Quotes for gates and fencing have been sought and these used to support the bid. The work would need to be undertaken during school holidays and it is hoped to have everything in place by September 2016. If the school is successful, contractors will need to be confirmed as soon as possible.</p> <p>Should an OFSTED inspection be made during the year, the school can advise them of their plans for the increased safeguarding measures.</p> <p><b>CHALLENGE:</b> Mrs Barnes enquired after the safety of students during lesson time returning from the Outdoor Centre.</p>	<p>This was felt to be a valid comment. All students receive road safety information in PSHE lessons.</p>		
<p><b>8</b></p>	<p><b>Headteacher's Report</b></p> <p>Mr Griffin reported that figures received this week from County for the September 2016 intake were very favourable and were higher than the school's PAN (pupil admission number) of 296. Second and third choices made by parents/carers for entry to St Ivo were also good.</p> <p>The Head reported three main areas of concern that needed attention:</p> <ol style="list-style-type: none"> <li>1 The progress of disadvantaged students and those in receipt of the Pupil Premium</li> <li>2. Ensuring that students make expected progress in English Language</li> <li>3 Improving attendance for identified groups: FSM (free school meals) SEND (Special Educational Needs – not in receipt of a statement), leading to a major focus on the students who are PA (persistent absence).</li> </ol> <p>The HM Inspector, Mr Mitcheson had visited the school on 1 December and a draft report had recently been received; one or two areas which needed amendments were made by Mr Griffin. This visit had outlined three areas to focus on:</p>			

<ul style="list-style-type: none"> <li>• Monitoring attendance</li> <li>• Reviewing and evaluating all actions taken to narrow the gap</li> <li>• Implementing strategies to increase the progress of students in the sixth form who had underachieved in Year 11</li> </ul> <p>The HM Inspector stated this was his third visit to the school and that he saw a marked improvement; there was a sense of performance, direction and unity. This is very encouraging for the school. He commented on the MAF (Marking, Assessment and Feedback) and the impact this was having on improvement.</p> <p>Mr Glanville reported that Mr Stavrou and he had also met with the HM Inspector, John Mitcheson on his visit and that Mr Mitcheson had been pleased with the progress and input from the governors.</p> <p><b>Attendance:</b> Although the overall attendance is above national figures, there are some areas of concern, particularly among disadvantaged students in Year 11, and strategies are being implemented to closely monitor and improve the situation.</p> <p><b>Leadership and Management:</b> The Triad Group for St Ivo, a concept developed by the Regional Schools Commissioner of the DfE and involving the Cambridgeshire School Academies Improvement Board, will comprise St Ivo, Hinchingsbrooke and Linton Village Academy (Linton is rated Outstanding). An 'Outstanding or Good' school is included in all of the Triad groups. A meeting of the three schools above will be held on Friday, 11 December and will be focussing on RAISEonline and SEFs (School Evaluation Forms).</p> <p><b>Parents' Forum:</b> The recent Parents' Forum meeting had been both very well attended and very productive. The meeting highlighted the need for reviewing communication. The current format of the Newsletter was felt to be too lengthy, this would continue in its current format at present but be more concise. The school is currently working with a graphic designer to review its headed paper, website theme and format for Newsletter, for launch in Spring 2016. Parents liked Facebook as a means of communication.</p> <p><b>Professional Day: Monday 4 January</b> This will be focussing on independent learning delivered by members of the Teaching and Learning Group.</p> <p><b>SEF (School Self Evaluation Form)</b> A draft copy had been circulated with the agenda. The school's own judgement revealed 'Good' on all</p>	<p>Mr Glanville thanked Mr Griffin and his team for the excellent preparation for the HMI's visit.</p>		
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	<p>of the five categories:</p> <ul style="list-style-type: none"> <li>• The overall effectiveness of the school</li> <li>• Effectiveness of leadership and management</li> <li>• Quality of teaching, learning and assessment</li> <li>• Personal development, behaviour and welfare</li> <li>• Outcomes for students</li> </ul> <p>It acknowledged that within <i>Outcomes for Students</i>, that there were vulnerabilities, however progress is being made and if the school can prove this to OFSTED on their next inspection, then 'Good' can be achieved.</p> <p><b>Governors/Parents/Carers' meeting: Monday 11 January at 7.00pm</b> Mr Griffin reported this will be circulated to parents/carers as soon as possible by Parentmail and the Newsletter. Format as follows:</p> <ul style="list-style-type: none"> <li>• Introduction by the Chair of Governors who will present the role of the governors and how they view the progress of the school</li> <li>• The Head to report on exam results and the vision for the next three to five years.</li> <li>• A Question and Answer section.</li> </ul> <p><b>Visit of the SAIB (Secondary Academies Improvement Board) Tuesday 5 January, 2016</b> Mr Griffin informed the meeting that Rosemary Prince representing the Regional Schools' Commissioner's team as part of the Cambridgeshire SAIB will be visiting the school on 5 January. All Cambridgeshire schools are receiving a visit.</p> <p>A governor queried the over subscription for places for the September intake and how these are responded to. Mr Griffin stated they would be taken by the Appeals Panel at Cambridgeshire County Council.</p>			
9	<p><b>Reports from Committee Chairs</b></p> <p><b>Curriculum and Standards:</b> Mr Stavrou informed the meeting of the following that had been discussed:</p> <ul style="list-style-type: none"> <li>• Homework update on Go4Schools</li> <li>• Sixth Form numbers</li> <li>• Clarity of EOTAS</li> <li>• MAFF Policy (Marking, Assessment and Feedback) now approved</li> </ul> <p>There were no questions from the floor.</p>			

	<p><b>Personnel:</b> Mr Newton introduced the following:</p> <ul style="list-style-type: none"> <li>• Staff absence data</li> <li>• Safer recruitment data</li> <li>• Safer recruitment: an additional paragraph to be included in all current and new staff job descriptions</li> <li>• Support staff appraisal</li> <li>• Staff appraisal recommendations</li> </ul> <p><b>CHALLENGE:</b> Dr McMahon enquired if there would be a report on staff absence and the impact this could have on students' education.</p> <p><b>Premises:</b> Mr Woodall reported discussion on the following</p> <ul style="list-style-type: none"> <li>• The Keep building contract</li> <li>• Priorities for the school over the next term</li> </ul> <p style="padding-left: 40px;">*CIF bid regarding safeguarding, this is due to be submitted by 16 December</p> <ul style="list-style-type: none"> <li>• Premises plan for the next two to three years which includes:</li> </ul> <p style="padding-left: 40px;">*CIF bid regarding electrical work in Main Block</p> <p><b>Student Welfare and Community Engagement:</b> Mrs Lynn presented the following:</p> <ul style="list-style-type: none"> <li>• Cross school intervention details</li> <li>• Possible assemblies and parent information evening re sex exploitation and drugs</li> <li>• Accessibility plan completed, to be taken to SLT and governors</li> <li>• Mrs Daniell reported on Pupil Premium: students felt motivated and supported</li> <li>• Reflection room – future plans</li> <li>• Alumni membership</li> <li>• 60<sup>th</sup> anniversary</li> <li>• Revised the Terms of Reference (attached) included new addition re Community Engagement and Student Welfare</li> </ul>	<p>Mr Newton replied this is currently being undertaken, and a report is expected at the next Personnel Committee meeting.</p> <p><b>ACTION: Terms of Reference</b> <b>These needed to be approved by the Board of Governors' at today's meeting. Approval was taken.</b></p>		
10	<p><b>AOB</b> Mr Smith enquired whether the GIP (Governors Improvement Plan) was still an active document.</p> <p>Mr Smith explained that SISA, in order to become a charity, has to have a minimum of £5,000 turnover. Gift aid cannot therefore be operated unless it is a charity. Could the school offer any financial assistance?</p>	<p>Mr Griffin stated that when the SIP was finalised the GIP could then be included within this.</p> <p>It was suggested that this request should be referred to the Finance Committee.</p>		

	<p>Dr McMahon expressed whether the school felt the Canteen offered value for money?</p> <p>Mrs Lynn enquired to whom parents/carers should contact if they wished to extend the limit of the allowance for their child's daily dining hall use.</p> <p><b>Governor Links</b> Mr Glanville reminded Governors that they were linked with SLT members as detailed on the Responsibilities Grid issued in September, and that meetings were recommended to be held on a regular basis. It was acknowledged, however, that this had been difficult to fulfil but would need to be re-addressed in the future. It was noted that changes to SLT roles would be imminent due to the departure of Mr McGarry.</p> <p>Mr Glanville stated this was Mr McGarry's last meeting as he was leaving St Ivo at the end of December. He wished to formally record the Governors' gratitude for his sixteen years' of commitment and dedication to the school and for taking on the role of Acting Head last year and moving the school forward in its pledge to become at least 'Good'.</p>	<p>Mr Glanville proposed that a survey could be conducted asking the parents/carers how their children perceive the dining hall.</p> <p><b>ACTION: Finance Committee to review the value for money offered by the Canteen.</b></p> <p><b>ACTION: Mr Ward to include a contact email address on the website.</b></p> <p>The Governors all agreed and wished him well for the future.</p>		
	<p>The meeting ended at 6.25pm.</p>			
<p><b>Date of next meeting: Wednesday, 2 March 2016 at 2.00pm</b></p>				