

Item	Subject
1	Review/approve minutes of the last meeting
2	Masterclasses
3	Sixth form updates
4	Uniform
5	Reporting to parents
6	Mental health
7	Mantras
8	Website
9	Behaviour flow-chart
10	Request to leave site forms

Item	
1	<p><b>Minutes of last meeting:</b></p> <p>Minutes of 25 September PAC agreed.</p>
2	<p><b>Masterclasses:</b></p> <p>TM provided more information in relation to masterclasses including how they will be run and the vision behind it. TM explained that masterclasses should only be used as last resort during periods of high staff absence and when the need for supply staff cannot be met.</p> <p>PAC raised concerns that masterclasses last year were presented as something that would give better/excellent teaching, but in practice were used to address staff cover issues.</p> <p>TM provided the following example: At the beginning of the day the school is informed that two members from the same department are off sick. If there are two lessons of a similar ability, both classes could attend a 'masterclass' in the main hall. An experienced member of staff (such as a Head of Dept - if available) would lead the lesson. This would enable a supply/cover teacher to assist with supporting the students. This would ensure all students to have the same standard of teaching rather than one group benefiting from having the HOD taking the class and the other group having a supply teacher.</p> <p><b>General comments raised by PAC:</b></p> <ul style="list-style-type: none"> <li>- Agreed this is the best solution for emergency cover but suggested changing the name as this isn't a 'masterclass' in the way most people would understand it.</li> <li>- Extra provision for SEN students? TM to discuss with SENDCO.</li> </ul>

	<ul style="list-style-type: none"> <li>- TM to explain rationale to parents so they have a better understanding.</li> </ul>
2	<p><b>Sixth form update:</b></p> <p>TM discussed plans to move from 4 block model to 5 block model to enable more subject combinations. TM committed to run courses even on low numbers with the exception of Drama, which requires at least three students.</p> <p>PAC questioned if St Ivo will allow resits for Maths and English to get on certain courses. TM advised that we will, presuming they are close enough to the boundary to be successful in a resit.</p> <p>TM explained that the school has recently appointed a full-time careers advisor, Helen Parks, having previously relied on an external agency to deliver guidance to students – PAC suggested it would be good to know her strategies throughout the year.</p> <p>PAC asked if there's an actual plan for sixth form. TM explained there's a working document internally but not available to be published. PAC (repeated their) suggestion for a one or two page summary to be produced and communicated.</p>
Uniform	<p>PAC made a strong recommendation to TM to allow students to wear unbranded black jogging bottoms/sports leggings due to concerns about the quality of new PE uniform. TM has concerns re students not adhering to this and still wearing brands – PAC supports behaviour sanctions in this case.</p>
Reporting to parents	<p>PAC asked if parents evening will be reverting back to face-to-face appointments as they were pre Covid. TM explained that directed time budget doesn't allow this year. Some members preferred online appointments and others preferred in person – makes teachers feel like real people, less of a barrier etc.</p> <p>Suggestion made for a – 'tutor' evening instead of having all staff present.</p> <p>Suggestion made for mix of face-to-face and online parents' evenings throughout the year.</p> <p>Complaints – suggested TM publishes a link on weekly newsletter to complaints/behaviour policies. TM to create a summarised version of these policies so easier for parents/carers to understand.</p>

	<p>Online form instead? Email acknowledgements bounce back so parents know it's been received.</p> <p>Ski trip meeting – comment made that the first slide was about behaviour – put a dampener on the rest evening and should have been left to the end – too much focus on the negatives.</p>
Mental health	<p>Concerns re pastoral support in Y8. TM explained that the Y8 pastoral support officer resigned on 1 September. It had looked like an internal appointed would be made, but this fell through. School advertised and appointed a new member of staff who is due to start 2 December. PAC advised that none of this has been communicated to parents. Praise for Mr Smith but only so much he can do.</p> <p>PAC questioned how robust is pastoral and welfare dept? Too much need and not enough staff? Good external agencies such as Young Minds and Centre 22 exist – school should make sure parents and students are aware of these.</p>
Mantras	<p>Mantras - improve Trust culture. Preferred simple slogans and phrases which provide clarity for students on what is expected of them. School will be continuing to use mantras and has the opportunity to review these for 2025. PAC discussed mantras with TM -</p> <p>Some support for:</p> <ul style="list-style-type: none"> <li>• Excellence is a habit</li> <li>• Knowledge is power</li> <li>• Work hard, be kind</li> <li>• Pace and purpose for everyone (for students and staff)</li> <li>• If there is a problem, we look for the solution</li> </ul> <p>Growth mindset mantras include:</p> <ul style="list-style-type: none"> <li>• Mistakes are an opportunity to grow</li> <li>• Forget the mistake and remember the lesson</li> <li>• If it doesn't challenge you, it won't change you</li> <li>• Patience, perseverance and practice</li> <li>• Limits only exist in your mind</li> <li>• Believe you can and you're halfway there</li> <li>• Courage and courtesy</li> </ul> <p>These need to be chosen before Christmas – TM to take forward with senior management team.</p>

Website	Defer to next meeting
Behaviour flow-chart	PAC suggestion: create quick reference flow-chart for students and parents to understand how one stage gets to the next.
Permission to leave school forms	TM has created new form for students who need to leave site during school day. Explained rationale behind this – acts as a passport for students. Parents currently have several ways of informing the school re medical appoints etc. Sometimes there's a delay in getting these recorded on Bromcom so reception aren't always sure who has permission to leave and this creates delays. Yellow forms will be filled in by pastoral/attendance staff in advance and handed to the student in the morning. Students then take completed form to reception when they're due to sign out. TM to include in newsletter.
Agenda for next meeting	<p>Suggestions:</p> <ul style="list-style-type: none"> <li>• Review house system</li> <li>• Longer term plan for sixth form</li> <li>• Attendance</li> <li>• SEND provision</li> </ul>
	<p>PAC feedback to Local Governance Committee meeting due to be held 4 December 2024:</p> <ul style="list-style-type: none"> <li>• PAC met on 20th November</li> <li>• Discussed 6th Form; Masterclasses; Uniform; Reporting to parents; Children's mental health; 'Mantras'</li> <li>• TM had presented issues for discussion with a clearer indication of how open-to-change the school was - as requested by PAC</li> <li>• Overall PAC felt it was a positive meeting - PAC interested to see how recommendations are addressed</li> <li>• Highlights include that redlining 'Masterclasses' to be clear these are a response to staffing pressures, and that the title should be changed.</li> <li>• Also, that the plan for 6th Form still needs to be spelt out clearly (as a simple summary?)</li> <li>• Also, that there are many different views about parents' evenings but TM was encouraged to explore 'tutor evenings' and mixing online with in-person events</li> <li>• The main recommendation from PAC related to uniform and that the school should allow non-branded black joggers for PE to respond to the difficulties parents/carers are having with sizing of the uniform joggers.</li> <li>• Agreed to proceed without seeking new PAC members for now</li> <li>• PAC is finding its feet</li> </ul>

**St Ivo Academy**

High Leys, St Ives, Cambridgeshire,

PE27 6RR

Tel: 01480 375400

office@astreastivo.org

www.astreastivo.org

**Principal: Tony Meneagh**

	<ul style="list-style-type: none"><li>• Chair is reaching out to PAC chairs/equivalent at Longsands and Ernolf to share experience</li></ul>
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