



**MEETING OF THE LOCAL GOVERNING BODY**  
**Minutes of the Full Governing Committee Meeting held on**  
**Monday 2 October at 5.30pm, Room 136**

**Governors:** Mr Mark Patterson (MJP) - Principal/Governor, Mr Mark Coles (MC) – Co-opted Governor (Chair), Mr Mike Shaw (MS) – Parent Governor (Vice-Chair), Mr Alan Winchcombe (AW) – Co-opted Governor, Mr Paul Askew (PA) - Co-opted Governor, Mr John Brown (JB) – Foundation Governor, Mr Steven Ragdale (SR), Staff Governor

**In attendance:** Miss Anna Nightingale (AN) - Vice Principal, Mrs Kate Tandy (KMT) - Vice Principal, Mr Matthew Pinder (MIP) – Vice Principal, Mr Jamie Jones (JAJ) – Assistant Principal – SEND, Mrs Antonia Drysdale (AD) – Director of SEND for ACES Academies Trust, Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence (Clerk)
	Apologies of absence were received from Lynne Milton, Victoria McGregor and Gary Moss.
2.	Declarations of interest (Clerk)
	The Clerk confirmed declarations of interest forms had been completed and returned by governors/attendees of the LGB meetings. The Clerk confirmed there were no conflicts to note.
3.	SEND update (Jamie Jones /Antonia Drysdale)
	<p>Jamie Jones, SEND lead for Hinchingbrooke School, presented to governors outlining progress made since he joined the school in January 2023. His presentation covered the four areas of SEN: Communication &amp; Interaction; Cognition &amp; Learning; Social, Emotional &amp; Mental Difficulties and Sensory &amp;/or Physical needs. He also covered the needs of students with EHCP plans. He referred to the ever-increasing number of SEND students attending the school and that Hinchingbrooke's intake of SEND students (at 17.9%) was higher both for the national average (14.10%) and for schools in the locality (16.10%). He added that funding is a struggle and often does not cover costs to support some of our students with high needs. JAJ informed governors of intended next steps: evaluation of the department to ensure effective leadership and efficient use of resources. He is also keen to develop relationships with parents and develop expertise within the department. He added that training of staff is crucial and ongoing and has already formed part of staff training days. Antonia Drysdale, Director of SEND for ACES Academies Trust, remarked on the lack of Local Authority specialist provision centres and reiterated the difficulty of supporting and meeting the needs of increasing numbers of SEND students with complex needs; this was the case in all schools in the Trust and is a nationwide picture. KMT added that it is often parental choice that their child attends a specialist provision, which is much better placed to meet the child's needs but with the lack of spaces available, students are being placed at Hinchingbrooke School and although the school is doing its best to support a child's needs, the school struggles to cope with the range of needs and this is particularly the case in the current Year 7.</p> <p><b>Questioning/challenge:</b></p> <p><b>Q: A governor asked how staff are coping with the demands of increasing numbers of SEND students at the school</b></p> <p><b>A: JAJ explained that it has been necessary to upskill members of staff who teach and support SEND students and this will be ongoing</b></p> <p><b>Q: Are the needs of SEND students changing: is it becoming more challenging?</b></p> <p><b>A: Yes, due to the lack of other specialist provision, the school is accepting students with more complex needs and it is becoming more challenging for the school to meet the needs of some students, especially SEMH students</b></p> <p><b>Q: How do you ensure staff are trained to meet the needs of SEND students?</b></p> <p><b>A: Outreach team has been delivering training and are working with 3 teachers who are upskilling staff</b></p> <p><b>Q: How is the school coping with recruiting specialist staff?</b></p>

	<p><b>A: JAJ explained that the school is regularly trying to appoint SEND Teaching Assistants but recruitment and retention is difficult</b>  <i>Jamie Jones and Antonia Drysdale left the meeting.</i></p>
4.	<p>To approve minutes of the meeting of 26 June 2023 (Chair)</p>
	<p>Minutes of the meeting were deemed to be an accurate reflection of proceedings and were approved. The Chair signed off the minutes.</p>
5.	<p>Matters arising</p>
	<p><b>Strategic Plan:</b> The document has been progressed and formatted – MJP/MC/PA have already met and agreed to meet further to progress this document – ongoing.  <b>Governor visit:</b> A Wellbeing visit was carried out by Lynne Milton (link governor).</p>
6.	<p>Elections/re-elections/resignations (Clerk)</p>
	<p>The Clerk advised that one self-nomination for Chair of Governors had been received by Mark Coles; this was the only nomination.  The Clerk advised that one self-nomination for Vice Chair of Governors had been received by Mike Shaw; this was the only nomination.  Governors unanimously agreed to re-appoint both Chair and Vice Chair of Governors for a further year.  A recap of governors’ existing link responsibilities with the following noted: Alan Winchcombe agreed to link governor responsibility for CEIAG. Mark Coles agreed to link governor responsibility of Finance.</p>
7.	<p>To ensure accountability of the SLT for the educational performance of the school</p>
	<p><b>7.1 Principal’s Report (MJP)</b>  Governors received the report prior to the meeting and confirmed they had read the document. The Principal outlined key points from his report: <b>Strikes:</b> None planned. <b>Staffing:</b> Science department has a vacancy due to an appointed teacher not taking the position in September – advertising for a January 2024 start. A part time DT teacher will be leaving at the end of December and this post is being advertised. Recruitment for an English teacher maternity cover from January 2024 is proving problematic but continue to advertise for this post. Currently advertising for an RPE teacher to replace a teacher leaving for promotion in December. Admissions Clerk, Neil Anderson, retires this term; his successor has been appointed. Several new teaching assistants, two cover supervisors and two academic mentors (specifically to work with Pupil Premium students) have been appointed. <b>HBK funding and Budget:</b> Budget constraints resulting in lack of frontline staffing resources especially for students with SEND, mental health and behaviour issues and students who struggle to cope in mainstream. The condition of the school buildings are in desperate need of repair/upgrade in some areas of the school. <b>IT:</b> Is a concern with multiple occasions of internet connectivity being down; this impacting on how teachers deliver lessons and how support staff do their jobs. The Trust’s Finance Director and Network Manager are working on the issues but it is still a problem for the school. Additionally, a large proportion of IT facilities, particularly in the House (Sixth Form) are poor and are in urgent need of upgrading. <b>PAN increase/site:</b> A number of projects have been completed over the summer break which includes a new pastoral area for KS3 and the creation of a new classroom from the old KS3 office.  <b>Questioning/challenge:</b>  <b>Q: A Governor questioned the impact of insufficient funding for key staffing posts to deal with students who need extra support in terms of mental health issues, SEND, attendance etc and the likelihood that it will affect standards in the school</b>  <b>A: The Principal agreed that this effects standards of the school and morale amongst staff.</b>  <b>Q: A Governor asked what support does the school receive from the Trust regarding the large intake (and higher than the national average) of students with complex needs</b>  <b>A: The Principal said there is a lack of LA provision for students with complex needs and discussions are ongoing between the school, Trust and Local Authority.</b></p> <p><b>7.2 To review SDP 2023-24</b>  Governors confirmed they had received the SDP prior to the meeting. The Principal notified Governors that the SDP now included a progress column as requested by governors. He added that progress will be added and available to view at the next meeting.</p>

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Date:

**Questioning/challenge:**

**Q: A governor noted the progress against the success criteria section but it referred to success criteria, actions and process rather than relating to final outcomes. There is still evidence missing: What measure is there that teaching is strong? What says curriculum is outstanding?**

**A: The Principal agreed to refine and refocus the document.**

**Q: A governor noted that section 2c – student contribution is strong but it would sit better under section 3 – personal development.**

**A: Section 2c is built round Forms, surveys etc**

**ACTION: MAKE REFINEMENTS TO SDP AND BRING BACK TO GOVERNORS AT NEXT MEETING – MJP**

**7.3 Exams Analysis (AN)**

AN provided a 2023 exams report on summer 2023. Governors had received the report prior to the meeting and confirmed they had had time to read the documents.

AN highlighted key points from the report: Exam boundaries are back to pre pandemic levels. AN reported KS4 headlines: Progress 8 is likely to be in the region of 0.5, which is phenomenal. Cohorts that were less successful: A significant number of Alternative Provision students who are also disadvantaged achieved only a few qualifications. For the first time, disadvantaged students achieved a negative P8 scores across all areas. Open bucket has been biggest drag factor for disadvantaged students. EHCP students also performed less well. KS5 headlines: This cohort did not sit GCSEs and had TAGs. As TAGs were higher, value added scores were negative. Compared to 2019, the average A level grade in our students has risen from C+ to B-. The number of vocational students is falling; a trend which is set to continue with the government not funding 80% of BTEC courses. The HBK grade distribution at KS5 is still not in line with the national distribution at the top end.

**Questioning/challenge:**

**Q: A governor noted the few subjects with a poor trend at both KS4 and KS5; why is that continuing?**

**A: These subjects are in the spotlight but it's not moving quick enough. Post exam meetings have taken place with the departments that have not performed well with action plans in terms of teaching & Learning and whether the HAT is being used effectively.**

**7.4 Hinchingsbrooke Approach to Teaching (HAB) update (KMT)**

Governors received the report prior to the meeting. KMT covered key points from report: standard suspension and blue room data. Number of suspensions has crept up and numbers are higher in years 7, 8 and 9 but this may be due in part to increased numbers of students in these year groups. KMT added that the current Year 7 has a high number of students with complex needs

**7.5 To agree governor training sessions/Governor visits**

The Principal asked governors if there was any particular area of training that would be beneficial. Governors agreed to give some thought to this. Governor visits were discussed and CEIAG, SEND, literacy, Alternative Provision, Art and DT were all considered areas of relevance.

**ACTION: SET UP GOVERNOR VISITS SCHEDULE (1 VISIT PER TERM) – MJP/AN/KMT/MIP  
CHECK NATIONAL COLLEGE FOR SUITABLE GOVERNOR TRAINING – MJP/AN/KMT/MIP**

8. To approve Policies

**ICT Policy Acceptable Use Policy - Students:** Minimal changes. **Governors approved the Policy**  
**ICT Policy Acceptable Use Policy – Staff:** Minimal changes. **Governors approved the Policy**  
**BOYD Policy:** Minor updates. **Governors approved the Policy**  
**SEND Policy:** JAJ updated governors on changes to the policy: **Governors approved the Policy**  
**SEND Accessibility Policy:** JAJ updated governors on changes to the policy. **Governors approved the Policy**

9. AOB

Trust update: The Chair updated governors on the progress following a meeting with Trustees, Headteachers and governors on the future direction of the Trust. MC advised governors that Heart Academies have

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withdrawn from merger discussions and ACES have adopted a plan b. A confidential discussion followed about the conversations during the meeting and outcome of the discussions.

Bereavement policy: JB asked if the school is prepared for bereavement in the school in light of recent events at another school. KMT advised governors that supervision is in place for employees that deal with difficult issues such as bereavement, but no policy exists. The Principal agreed that the school should have one.

**ACTION: PREPARE A POLICY ON BEREAVEMENT FOR GOVERNORS TO APPROVE AT NEXT MEETING - MJP**

Meeting closed 8.25pm

Signed:

Date: