



MEETING OF THE LOCAL GOVERNING BODY
Minutes of the Full Governing Committee Meeting held on
6 March 2023 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), Mrs Victoria McGregor - Co-opted Governor,
 Mr Alan Winchcombe (AW) – Co-opted Governor, Mr Paul Askew (PA) - Co-opted Governor,
 Mrs Emma Leach (EL) - Parent Governor, Mr Chris Woodbury (CW) – Staff Governor,
 Mr Brad Panther (BAP) – Staff Governor

In attendance: Miss Anna Nightingale (AN) - Vice Principal, Mrs Kate Tandy (KMT) - Vice Principal,
 Mr Matthew Pinder (MIP) – Vice Principal, Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence
	Apologies for absences were received and accepted from John Brown and Gary Moss.
2.	Declarations of interest
	The Principal advised that his wife is employed at Hinchingbrooke School as a languages teacher.
3.	To approve minutes of the meeting of 5 December 2022 (Chair)
	The Chair noted that his absence from the meeting of 5 December and that John Brown chaired the meeting. Governors approved the minutes as an accurate reflection of the meeting. The minutes are to be signed off by the JB who chaired the meeting. ACTION: JB TO SIGN OFF MINUTES OF 5 DECEMBER 2022
4.	Educational Performance of the School
	<p>7.1 Principal’s report</p> <p>Circulated to governors prior to the meeting. The Principal highlighted key points from the report: Teacher strikes; SDP; staffing; student progress; proposed refurbishment plans for classrooms/areas of the school in need of improvement. The Principal thought the plans had been modestly costed and was hopeful that the Trust would be able to contribute towards the most necessary improvements.</p> <p>Questioning/challenge:</p> <p>Q: A governor asked how the school has handled recent strikes and the provision provided to year groups that not attending on strike days.</p> <p>A: Vice Principal, AN, updated governors on the provision offered to impacted year groups with the school looking to provide an element of live teaching if strikes continue.</p> <p>Q: A governor asked if a merger had not been in the offering, would funding be forthcoming from the Trust and has a costing for the necessary improvements at the school been included in the proposed merger?</p> <p>A: The Principal had not received any formal confirmation regarding what funding is included in the merger.</p> <p>Q: A governor asked if the timing for the proposed merger is still anticipated as September 2023.</p> <p>A: Although there has been no formal communication, the Principal thought the proposed merger was on track for September 2023.</p> <p>Q: A governor asked if there were any areas in urgent need to repair/upgrade.</p> <p>A: The Principal said that, although it was not a closure issue, some of the toilets were in urgent need of upgrade. Additionally, significant areas have degraded and need to be in much better condition than they currently are. The Principal advised of a small amount from the site maintenance budget that can be drawn on for the most urgent repairs.</p> <p>The Principal advised governors that an extra canopy in the food court was put up in the autumn term but the surrounding ground area needs to be made good. This would provide added capacity for c. 80 students but this has not yet been finished off by the site team.</p>

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	<p>Q: A governor noted that the school is committed to increase its number of students by 10% and enquired whether there is a plan on scaling up in other areas such as extra capacity in support staff.</p> <p>A: The Principal explained that the increase in PAN was to improve the financial forecast. Alternative Provision requires extra funding and SEND is also another area of need. The Principal was concerned about the number of students allocated to the school with specials needs and the school will not be able to cope as their needs cannot be met.</p> <p>The Principal added that the school roll remains healthy with the school receiving over 400 first choice applications and appeals will be inevitable.</p> <p>The Chair thanked the Principal for his report.</p>
	<p>4.2 SDP (MJP)</p> <p>Governors confirmed they had received and read the SDP prior to the meeting.</p> <p>The Principal highlighted the areas of progress and invited questions from governors.</p> <p>Questioning/challenge:</p> <p>Q: A governor asked for clarification on section 2: criteria evidence of collaboration working with middle leaders and staff.</p> <p>Q: A governor questioned section 3a Students' behaviour with 70 % of staff saying that behaviour is calm and orderly but 30% of staff who cannot agree, there is clearly more work to do in this area. Staff are saying behaviour is still an issue and only 50 % of students enjoying their learning, progress needs to be made.</p> <p>A: The Principal referred to regular updates to staff via the weekly Bulletin. There is a lot of work being done around wellbeing and workload - some progress made but there is still more work to.</p> <p>The Chair thought progress has been made and thanked the Principal for his update on the SDP.</p>
	<p>4.3 Behaviour update (KMT)</p> <p>Governors received the report prior to the meeting. Suspensions in this term are lower than last term with 42% of suspensions are SEND. KMT noted that some students are not coping in our setting. She remarked on how the 2 newly appointed SENDCos are positive appointments and improvements will be seen moving forward. Staff are struggling with language and disrespect and this is being addressed through our culture. The school is facing a higher level of challenges. There is a lot in the media about student protests and an informal assembly has been arranged for students to feedback any concerns. KMT highlighted Arbor stats for recognition and incidents. Personal development is being moved forward following the recommendation from Ofsted.</p>
	<p>4.4 Safeguarding (KMT)</p> <p>KMT advised governors that the safeguarding team are advertising for a further Inclusion Worker. More concerns continue to grow among students. There are positives: a recent visit to Netherall enlightened the team about their Alternative Provision programme and how improvements can be made to our support. It was noted that VM is visiting the school for a safeguarding visit later this week.</p>
	<p>5.5 To receive Pupil Premium Report (AN)</p> <p>AN advised governors that Pupil Premium continues to be an issue nationwide. The funding over the last 11 years has been minimal nationally and the gaps have widened, this was the case even before the pandemic. The biggest difference to this cohort is quality first teaching. Students are reluctant to engage. Guided reading scheme over the next 2 years will hopefully have a positive impact. Attendance continues to be an issue with Pupil Premium students. Unsurprisingly, there are overlaps with SEND team.</p> <p>Questioning/challenge:</p> <p>Q: A governor asked if the school is managing to use the PP money effectively.</p> <p>A: Yes, new initiatives have been introduced: Sixth form mentoring/reading scheme, PP newsletter, meeting with parents and a Services Club are just some of the opportunities that have been introduced.</p> <p>A governor commented on the incredible amount of work being done in this area and thanked AN for the transparency of her report.</p>
	<p>5.6 Site/planning/rooming report (MIP)</p> <p>MIP highlighted project 1 planning for the school: Green room providing a supervised place. Relocation of Cover and Exams team to free up space for this. Project 2 will involve the classroom upgrade: improvements to the DT space and remove decommissioned equipment. Repurpose computer rooms to house full classes. English department to gain an extra classroom.</p>

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	<p>Questioning/challenge: Q: A governor asked if this has been budgeted for. A: Yes, partly from the PAN increase. Costs will be kept to a minimum with our own site team carrying out much of the improvements but external expertise will also be required.</p> <p>Phase 3 Room will involve modifications to the library to improvement classroom and computer provision. Science block: area to be reconfigured for increased teaching space with improved benches. MIP highlighted longer term plans in other areas of the school: IT hub and SEND office space. Funding for toilets to offer gender neutral and open plan toilets. MIP added that the proposed timeframe is 2.5 years. The Chair thought there was a lot to do.</p>
6.	<p>Self-Evaluation (PA)</p>
	<p>PA updated governors on progress in this area: After the last LGB meeting, he had met with MC and MJP to develop the document which now offered a template of questions and carried out an exercise to identify where the governing body is strong and areas of focus which were mostly around managing risk and evaluation and impact. PA added that there needs to be a document that looks beyond a single year and challenge whether a sensible strategy is in place.</p> <p>ACTION: FURTHER MEETING IN SUMMER TERM WITH UPDATE AT MAY OR JULY MEETING</p>
7.	<p>Governor visits</p>
	<p>Wellbeing visit (LM) LM provided highlights from her report following her visit: Good provision in place having responded well to lack of community provision but there are areas for improvement. LM would like to do a follow up visit to look at policies to ensure they are followed through. The Chair thanked LM for a very thorough report.</p> <p>ACTION: FOLLOW UP VISIT ON WELLBEING TO BE ARRANGED – LM/KMT/AJH</p> <p>Behaviour review and conclusions (KMT) A behaviour review was conducted with senior staff from one of the schools in the proposed merger visiting our school. JB was in attendance. The day involved meeting staff and talking to students, observations at lesson change over and generally getting a flavour of the school. Lots of positive feedback was received from the visiting school.</p> <p>SEND visit (JB) JB had met the new leaders in the SEND department and reviewed the SEND audit with targets on leadership, monitoring, tracking and evaluation. Governors confirmed they had read the report.</p> <p>ACTION: JB TO RETURN TO SEND DEPARTMENT FOR A MORE DETAILED VISIT – JB/JAJ</p> <p>Behaviour Visit (JB) JB provided a report on his recent visit as part of the behaviour review. He noted the main area for improvement was around consistency of implementation of policies. Some aspects of the uniform policy and use of mobile devices in classrooms were not being enforced. He also noted the positive comments around general standards of behaviour.</p> <p>SCR visit (AIW) AIW was pleased to report that the SCR is well monitored but noted that there were still a few governors who need to complete training which needs to be refreshed each September.</p>
8.	<p>To approve policies</p>
	<p>Assessment & Reporting Policy Key aspects have been captured in the policy: why we are doing assessments, frequency etc.</p> <p>Questioning/challenge: Q: Is there challenge on assessment from parents and does there need to be an appeal process? A: Conditional places are based on summer results but there is still an appeal process in place.</p> <p>Governors were happy to approve policy.</p> <p>ACTION: CLERK TO UPLOAD ASSESSMENT & REPORTING POLICY TO WEBSITE</p>

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9. AOB

EL informed governors of an organisation: Form for the Future to enhance career choices. It provides options and work opportunities with local businesses. The organization goes out to schools and help with career carousels.

ACTION: KMT TO SPEAK TO HBK'S CEIAG LEAD REGARDING FORM FOR THE FUTURE

Meeting closed 7.50pm

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