



MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on
5 December 2022 at 5.30pm, Room 136

Present

Governors:

Mr Mark Patterson (MJP) - Principal/Governor
Mr John Brown (JB) - Foundation Governor
Mr Alan Winchcombe (AW) – Co-opted Governor
Mr Paul Askew (PA) - Co-opted Governor
Mr Gary Moss (GM) – Co-opted Governor
Mrs Emma Leach (EL) - Parent Governor
Mr Chris Woodbury (CW) – Staff Governor

In attendance:

Miss Anna Nightingale (AN) - Vice Principal
Mrs Kate Tandy (KMT) - Vice Principal
Mr Matthew Pinder (MIP) – Vice Principal
Ms Priscilla Solvar-Isida (PS-I) – Assistant Principal
Ms Charlotte Newman (CN) – Diversity Champion
Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence
	Apologies for absences were received and accepted from Mark Coles, Mike Shaw, Lynne Milton and Brad Panther. In the absence of Mark Coles – Chair, John Brown chaired the meeting.
2.	Diversity update
	<p>HBK Diversity Champion, Charlotte Newman, updated Governors on some of the projects she has been working on since taking on the role in September 2022: Trans-inclusion toolkit introduced. Work around awareness of gender nouns/pronouns has resulted in better consistency across year groups and this has been covered in assemblies. Staff training has taken place on how to address certain students correctly to help create inclusivity, particularly in the classroom. Each department now has a representative to build on the staff training day session and who is able to lead sessions in departments. Diversity Drop down day is scheduled for next year following the last very successful event. A lot of work is going on to promote LGBT+. A prayer room has been set up for Muslim students to provide a safe and quiet place to pray. HBK regularly celebrates diversity which is extended through form time.</p> <p>CN would like to get parents more engaged by providing a toolkit to assist with conversations at home. CN was pleased to report that the feedback from staff and students has been positive. Rainbow Flat Award - evidence gathered on LGBT+ and waiting to hear if we will receive the award.</p> <p>Questioning/challenge: Q: A governor asked if the training of staff includes TAs as well as teaching staff. A: CN informed governors that <u>all</u> staff have been involved in diversity training and have received resources A Governor was very impressed with wide ranging set of opportunities on at the last drop down day, which was represented by governors. AN acknowledged the huge achievement by CN in such a short time. <i>CN left the meeting.</i></p>
3.	Teaching and learning
	<p>Priscilla Solvar-Isida, Assistant Principal, updated governors on the progress of Teaching and Learning highlighting the 10 features that make up HAT (Hinchingsbrooke Approach to Teaching): A lot of CPD has been taken place and Heads of Departments have all developed their own version to HAT. At the end of last year, Monitoring & Evaluation identified the weakest features as “no hands approach” and “retrieval practice” and these 2 features have been the foci for this year and shared with staff on INSET days. All staff and students are on board slots in the pastoral programme are dedicated to retrieval practice. All new staff receive training on HAT features and staff are required to self-audit their knowledge of this.</p>

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	<p>HAB (Hinchingsbrooke Approach to Behaviour) have introduced new features: Student engagement and how teachers are challenging behaviour, uniform and routines.</p> <p>Outcomes of last term's learning walks show retrieval practice is already working and training is ongoing to embed the "keep hands down" feature. Regular updates feature in the staff bulletin to keep staff refreshed. Drop-ins are currently going on in departments which is another CPD tool led by departments for sharing best practice.</p> <p>Work scrutiny has 3 areas of foci: homework, self-quizzing and knowledge organisers with onis on departments to lead on self-quizzing. Improvements since last year evidence more consistency and expectations are now more on par.</p> <p>Next steps are to carry on monitoring. Staff are receptive to this and feel supported. Heads of Departments continue to review their departments.</p> <p>Questioning/challenge:</p> <p>Q: A governor asked how the HAT and HAB features link together.</p> <p>A: A focus on students' engagement and level of disruption. This year there has been a focus on equipment and uniform.</p> <p>Q: Are you using formative assessments to set targets properly before moving on to new learning?</p> <p>A: We practice assured and measured techniques and asking students next steps questions. Lots of students have extra time for exams and assessment, which we build in. We acknowledge that some students work in a different way and include this in our teaching aspect. Feature 3 of the HAT is about teaching in small steps. We have high expectations and push all students to learn through clear instructions and modelling, as well as learning in independent time.</p> <p>Q: Are current financial hardships affecting uniform standards?</p> <p>A: The school has a hardship fund and requested additional money this year to resolve this and we have been able to either loan or provide items to keep standards high.</p> <p><i>PS-I left the meeting.</i></p>
4.	Declarations of interest
	None.
5.	Minutes of meeting of 3 October 2022
	The minutes of the meeting of 3 October were considered to be an accurate account of proceedings and were signed off by acting Chair, John Brown.
6.	Matters arising not covered elsewhere in the agenda
	Approved policies have been uploaded to website.
7.	Educational Performance of the School
	<p>7.1 Principal's report</p> <p>Governors confirmed that had received and read the document prior to the meeting. The Principal highlighted the key points contained in his report and invited questions.</p> <p>Questioning/challenge:</p> <p>Q: The financial plan of freezing departmental budgets; does this feel feasible?</p> <p>A: The impact of the pay award on the Trust is significant and the school has been asked to provide an impact report to the Trust. There has been a funding cut to the SEND department. Through this academic year, departments will run out of money and are likely to need financial help. The Trust's Finance Director will highlight underspending and will be able to provide discretionary funding. The Principal is hopeful there will be flexibility in other areas of the budget.</p> <p>Q: A governor asked if there are any early benefits to hat.</p> <p>A: The Principal informed governors that the HAT is about reducing variation.</p> <p>Q: A governor thought the cuts to the SEND department represented cause for concern and asked the principal what the impact may be of these cutbacks. The department has already reported a growing workload due to more complex SEND needs together with an increasing PAN.</p>

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	<p>A: KMT informed governors that SEND has different funding streams and the discretionary cut by the Trust will mean that funding will need to be used from other sources.</p> <p>A governor thought that the key objective is about increasing outcomes and noted that the school's Attainment 8 and Progress 8 figures should be celebrated but if there are financial cuts in some areas, some of the less high performing departments may be impacted further.</p>
	<p>7.2 SDP</p> <p>Governors confirmed they had received and read the SDP prior to the meeting. The Principal highlighted the areas of progress which have been added to the SDP. He referred to the addition of 'Classroom of the Future' which aims to provide a better teaching and learning environment based around using technology to help teachers teach. Although this standard is currently in relatively few classrooms at present, it is hoped that all classrooms will benefit from the improved technology. A teaching staff governor spoke of the positive impact on teaching and learning and staff wellbeing.</p>
	<p>7.3 SEF</p> <p>Governors confirmed they had received and read the SEF prior to the meeting. The Principal had added substantive additions together with comments from governors, and in light of the summer 2022 results. An area for improvement relates to Ebacc comparison with other schools. However, it is anticipated that we will be on target by 2026.</p>
	<p>7.4 Sixth Form Review</p> <p>AN provided an update of the current Sixth Form Review: Review has incorporated comparison with other sixth form provision in the area. Over a 5-year period, the sixth form has not performed as well as some other similar sixth forms. Subject specific entry requirements have been scrutinized and entry requirements will be raised for September 2023 entry where subjects have not been performing as well. However, entry requirements to study Sciences at HBK are higher than nearly all other sixth forms in the area. Economics is being introduced from September 2023. Next steps will be to engage with students to find out what subjects they want to do. Governors were invited to form part of the review process for sixth form: EL, AW and PA will form part of the sixth form review. Prospectus has been upgraded to highlight the pastoral support that students experience at HBK Sixth Form. A governor thought it would be beneficial to keep an eye on emerging degrees.</p>
	<p>7.5 Effect on PAN Increase</p> <p>Matthew Pinder, Vice Principal, advised governors that the school is half-way through the introduction of PAN increase, assuming the Trust continue the model to increase through all year groups. There are currently 350 students in Year 7 and in Year 8. MIP demonstrated to governors how lessons are structured with the X and Y side of school. The addition of Nurture groups have added another group to one side of the year which has meant that there is no flexibility in the size of groups. There is, however, flexibility to move students from Nurture into mainstream and this design results in more students doing PE at any one time negating the need for more classrooms, even if we continue to increase the PAN. To accommodate extra students KS3 is split into 3 groups rather than 2. He added that if the increased model continues, a further 5 rooms will be needed for September 2025. MIP is currently working on a plan to use multi-teaching spaces. In KS3, all compulsory subjects already accounted for but in KS4 staffing will need to increase. Core curriculum subjects (English, Maths, Science, Geography and History) will need additional classes.</p> <p>Questioning/challenge:</p> <p>Q: A governor asked what the staffing increase will look like.</p> <p>A: Additional posts will be necessary in English, Science and MFL.</p> <p>Q: A governor asked about the financial impact in appointing additional teaching as funding is lagged.</p> <p>A: MIP advised governors that the impact to over-recruit would be reduced due to additional number in the sixth form.</p>
	<p>7.6 Pastoral Update</p> <p>KMT provided governors with an update on suspension figures numbers for the autumn term: These are up compared to same time last year. Blue Room numbers are also up and compared to the same time last year. KMT referred to the Arbor stats for the first half term and was pleased to report that the proportion of positives incidents remain high. There is a focus on the majority of students who are getting</p>

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	<p>things right and celebrating this. Gateway online is going well and saving money from the previously outsources NISAI. Feedback from staff is that it is easy for students to interact with lessons. The biggest challenge by the pastoral and safeguarding team is growing demand with decreasing support from outside agencies. Actions to improve attendance has seen an increase in workload.</p>
	<p>7.7 Finance Update (Emma Leach) EL had met with the Trust Finance Director to receive a finance update and updated governors with key points from the discussions: The Trust is looking to merge with a Bedford group of schools. Areas of income to the Trust were discussed, notably HBK Leisure who with plans to expand in event management with income from Hinchingsbrooke House. Numbers of sixth form students are expected to rise as the demographic forecast suggests a growing demand. Cash balance is healthy but re-roofing of the House is required. Cash balance is £3M but pay awards have affected budgets. Holiday pay has also increased budget. Pension is 25% of costs and energy costs have impacted finances.</p>
	<p>7.8 Health and Safety (Gary Moss) GM had met with met with The Finance Director and Estates Manager of HBK and provided governors with an account of the meeting: Under the Trust’s Scheme of Delegation, ACES are responsible for the buildings and employer of the staff which extends to users of the building. ACES have a legal duty to make sure they are safe. HBK are to ensure own safety risk assessments with what we do in the buildings. A good health and safety policy is in place and is updated annually, GM requested evidence of up to date fire assessments and was pleased to note that a digital system is in place together with current certification. The set In house site team are able to cover works at a much lower cost that contractors. Evidence of risk assessments at HBK were noted and processes of dealing with incidents and accident are in place. GM felt assured that the Trust is effective in areas of health and safety.</p>
	<p>7.9 Governors self-evaluation (Paul Askew) PA stressed that it is expected by regulators that some form of self-evaluation and self-reflections is carried out as a governing body. MJP/MC/PA have met and looked at the guidance and statutory documents. Annexe A summarized: A new framework to enable governors to self-assess and RAG rate against areas of felt strength and areas that are less strong. There is still some work to do on how the school manages risk. A scoping exercise is to be set up to progress some of those areas - GM will join this area. The recommendation is for the governing body to carry out the process annually. ACTION: SELF EVALUATION MEETING TO BE ARRANGED BEFORE NEXT LGB MEETING – MJP/MC/PA</p>
8.	To approve policies
	<p>8.1 Antibullying KMT updated governors with the updates to the Policy. All governors are happy with the comments on the policy and ratified the policy. ACTION: UPLOAD APPROVED POLICY TO RELEVANT SITES - CLERK</p>
9.	AOB
	<p>Governor visits: VM to conduct a safeguarding visit. Sixth Form curriculum review ongoing. Behaviour review in January to involve governors.</p>
10.	Date of next meeting
	Confirmed as Monday 6 March 2023, 5.30pm

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