

HINCHINGBROOKE SCHOOL GOVERNING BODY

'To inspire excellence and fulfil potential'

Minutes of the Full Governing Board Meeting held on Thursday 13 July 2017 at 7pm in the Library, Hinchingsbrooke School

Present:

Governors: Mrs Meryl Chisholm (Chair of Governors) (MC) Mr John Brown Mrs Mazzie Bartimus
 Mr Mark Coles Mr Bev Curtis Mr Paul Fenney
 Mr Steve Fidler Mr Andrew Goulding (Principal) (AEG) Mr Andy Rankine
 Ms Karen Silcock

In attendance was: Mrs Rosie Eacott (Clerk to the Governors) (RSE)

1.	Apologies for Absence	Action
	There apologies of absence received and accepted from Mr Paul Askew, Mr Matthew Ryder and Mr Andrew Hobley.	
2.	Declarations of Interest	
	Mrs. Bartimus - employee of Cambridge shire Education IT Services / FHS Trustee Mr. Brown - Trustee of FHS Mr Curtis – Founding Member of EPM	
Chair's Opening Remarks		
	<ul style="list-style-type: none"> • MC welcomed everyone to the. MC thanked Mazzie Bartimus and Karen Silcock for all their hard work during their time on the Governing Board. She also wished to publicly thank Dave Riddick for his contribution to the school during his employment with the school. 	
3.	To approve the Minutes of the FGB Meeting held on Thursday 18 May 2017	
	<ul style="list-style-type: none"> • These were approved and signed by the Chair. 	
4.	Matters Arising not elsewhere on the agenda.	
	<ul style="list-style-type: none"> • There were no matters arising elsewhere on the agenda. 	
5.	To Provide Strategic Leadership	
5.1	<u>To consider the proposal to form a MAT</u> <ul style="list-style-type: none"> • AEG gave an overview of the current situation and presented his summary documentation. He added that Cromwell Primary were currently without a Headteacher and AEG had been in discussions with the Regional Schools Commissioner who was happy with the proposal that a MAT be formed with Hinchingsbrooke and Cromwell. • A discussion was held over the Ivo who were not in a position to proceed with the application at the current time but indicated that they would be looking to join in September 2018. AEG was asked about this and he explained that Sam Griffin their Headteacher had been unwell and the Governors had not felt confident to proceed in his absence. They were in principle in favour of joining the MAT but were not able 	

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	<p>to commit at the present time. AEG also explained that the situation was also unusual because normally one school helps a weaker school but in this situation, two secondary schools would join together on an equal footing.</p> <ul style="list-style-type: none"> • Discussion was also held over whether a place on the MAT Board should be allocated for the Ivo and after debate detailing the pros – ie giving the Ivo chance to be involved from the start and also the cons – taking the impetus to join the MAT away, it was agreed that places on the Board should be allocated to skill set rather than location or school allocation. AEG further suggested that by holding a series of meetings that would be open for Governors to attend, this may encourage the Ivo to join the MAT where any existing doubt may be causing concern. <p>Governor Questions/Comments:</p> <ul style="list-style-type: none"> • A question was raised over the anticipated £250K in year financial balance in year 3 and whether this was realistic. AEG replied that this had been set as a challenge for the Directors of the MAT and was an aspirational aim. It was noted as such and the Chair of the F&P Committee suggested that the proposal was considered without this aspiration as she considered it unlikely without sponsorship that the figures were achievable. She also stated that it made economic sense to bring schools together and share resources. • AEG was asked if anyone from the Ivo had expressed an interest in joining the Board and AEG replied that he was unaware of any expressions of interest. • Concern was raised that the only partner of the MAT currently stood at a failed primary school. AEG corrected this statement and said that the school was good but had some management problems to resolve which were being addressed. A question was raised whether the economy of scale would still be achieved if only the two schools remained in the MAT and AEG said the savings would not be huge but it was still worth progressing. • The Governors then took the vote and unanimously agreed the following: <p>“The governors of Hinchingsbrooke School agree to support the submission of a proposal to the DfE to create a multi academy trust with the sponsor Brian Message and with Cromwell Academy. They further support continuing to work with the governors of St Ivo school and any other feeder schools of both secondary academies who are willing, with a view to them joining the trust.”</p> <ul style="list-style-type: none"> • The Chair of Governors confirmed that she would contact the Chairman of St Ivo’s School Governing Board to let him know the outcome of the vote. 	MC
6.	To ensure accountability of the SLT for the Educational Performance of the School	
6.1	<p><u>To adopt the SDP for 2017/18</u></p> <ul style="list-style-type: none"> • The SDP had been circulated. AEG confirmed that he had put the document together with the senior leadership team and it had been based around the comments received from Governors and gives the priorities for focus on the course of the next academic year. • The Governors were asked for any comments and a comment was raised over the suggestion of adding an action point around the creativity and opportunities that Brian Message would bring to the school. It was also suggested that he be invited into the school to talk to staff to engage their expertise in delivering the suggested opportunities into the curriculum. • It was also agreed that AEG would add an action point around the continuation of optimizing the financial efficiency of the school in order to contain the structural deficit. AEG agreed to do this and to send a draft phrase to KS for comment. 	<p>AEG</p> <p>AEG</p>

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6.2	<p><u>To receive committee reports for F&P (14/6/17 & 3/7/17) and D&W (29/6/17)</u></p> <ul style="list-style-type: none"> The Committee Reports were received and there were no queries. 	
7.	<p>To ensure effective use of Resources to support Learning</p>	
7.1	<p><u>To receive the School Budget for 2017/18</u></p> <ul style="list-style-type: none"> AEG reported that the budget as circulated had been approved by the Finance and Premises Committee and had included the proposed redundancies of HSSP senior staff. He also confirmed that the other assumptions made included the reduction of the amount paid to staff for duty cover and also the 1% cost of living pay rise being withheld for one year which would save £66K. AEG explained that staff were not happy about this and there was some unrest. He had spoken to the Union representatives and explained the situation and requested any alternative suggestions but to date he had not been offered any other way to save £66K and therefore felt this should be approved. There was some debate over this and it was pointed out by one of the Governors that subject to Government ratification, any staff at the top or the bottom of the scale could not legally forego the cost of living pay rise and this would need to be honoured. AEG was asked to consider the number of staff that this could affect. Consideration should also be given to the subsequent increase of 2% the following year for staff which would have an impact on the budget for the following year. The Chair of the Finance and Premises Committee asked that recognition be given to AEG and his team for the work done to improve the financial situation in school. She also reminded Governors that the financial situation was still fragile and that the in-year surplus should not be taken for granted. She added that the cuts this year had been a result of the management not having their eye on the ball with regard to the finances and she had made strong recommendations to AEG to share the financial information with SLT in future. AEG was also asked to keep tight control over the finances of HSSP and to close the programme should it not break even this year. AEG replied that he would but that he was keen to keep HSSP running due to the good reputation of HSSP and the links with many primary schools. He added that the new Business Manager would be asked to monitor the accounts and AEG would review the situation in the Autumn term following the appointment of the new SGO Manager. MC requested this to be an agenda item for F&P Committee in December 2017. It was unanimously agreed to approve the budget with the assumptions made. AEG, KS and Dave Riddick were thanked for their work on preparing it. 	<p>AEG</p> <p>RSE</p>
8.0	<p><u>To consider governance issues requiring action before October 2017</u></p> <ul style="list-style-type: none"> MC reported that following the resolution to progress with an application for a MAT, that the Governing Board structure would need to be reviewed again but that the structure would remain in place for the Autumn term. She reported that there would be two Governor vacancies which she would recruit for in September. MC added that as MB's role was lead Governor for Safeguarding this would need to be reassigned. MC reported that AR would replace KS as Chair for the F&P Committee. She asked the Governors to consider nominating themselves for panel hearings as there would be a shortage of available governors for this in future. MC also reported that RSE would be leaving her role as PA to the Principal at the end of term, being replaced by Debbie Warner. RSE would remain as Clerk but her email address would change to gbclerk@hinchbk.cambs.sch.uk and she would email all the governors with this contact email. The Foundation Trustees would need a replacement on the F&P Committee 	<p>RSE</p>

Signed
Date

	<p>following the end of PF's term.</p> <ul style="list-style-type: none"> • Training for next year would be held over three sessions. BC confirmed that he was looking to hold a session on panels and appeal hearings and MC added that she was proposing to hold a session reviewing school data. MC welcomed any further suggestions for governor training. • MC confirmed that the visits would be agreed in early Autumn term and would be based around the School Development Plan. She hoped that one visit would be subject based, particularly looking at Maths, Science and MFL and another visit would review SEN and the use of TAs in school. • MC reported that she was in the process of reviewing policies and terms of references. 	
9.	AOB	
	<ul style="list-style-type: none"> • MC thanked the hard work of SLT for the year and wished everyone a good summer break. • MC reminded governors that they were welcome to attend the Staff Association end of term celebrations on Thursday 20 July 2017. • MC advised the Governors that the new 2017-18 school calendar and governor calendar had been circulated and thanked everyone for their work over the year. 	

To confirm the date of the next meeting as Thursday 12 October 2017

Meryl Chisholm thanked everyone for attending and the meeting was closed at 8.50 pm

Full Governing Board Meeting: Action Table following Minutes of the Meeting held on 13 July 2017

Item No.	Action / Decision	By Who	By When	Date Completed
5.0	MC to contact the Chairman of St Ivo Governors to notify him of the outcome of the MAT resolution.	MC	21 July 2017	
6.1	AEG to revise the SDP to include a phrase the continuation of optimizing financial efficiency to contain the structural deficit. AEG to forward a draft to KS for approval.	AEG	1 September 2017	
6.1	AEG to also revise the SDP to include acknowledgement of the opportunities of creativity which the proposed MAT would bring to school.	AEG	1 September 2017	
7.1	AEG to ask DAR to identify any staff at the top or lower end of their pay scales which would affect the figures for the proposed freeze of 1%.	AEG	21 July 2017.	
7.1	RSE to add HSSP review to the F&P agenda in December 2017.	RSE	1 December 2017	
8.0	RSE to circulate the contact details for the Clerk for future communications.	RSE	21 July 2017.	
8.0	Suggestions for Governor training (2017/18) to be forwarded to MC for consideration.	ALL	1 September 2017.	

Signed
Date