

HINCHINGBROOKE SCHOOL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on Thursday 10th October 2019 at 7pm
Chapter House, Hinchingbrooke School

Present

Governors:

Mr Matthew Ryder (MR) - Chair of Governors
Mr John Brown (JB) – Foundation Governor
Mrs Emma Leach (EL) – Co-opted Governor
Mrs Vicky McGregor (VM) – Co-opted Governor
Mr Andrew Goulding (AEG) - Principal
Mr Steve Fidler (SF) - Staff Governor
Mr Brad Panther (BAP) – Staff Governor

In attendance were:

Miss Anna Nightingale (AN) – Vice Principal
Mr Simon Cooke (SAC) – Vice Principal
Mrs Kate Tandy (KMT) – Vice Principal
Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence
	Apologies were received and accepted for Mr Mark Coles, Mr Alan Winchcombe and Mr Paul Askew.
2.	Declarations of Interest
	There were no changes to declarations of interest.
3.	Elections of Chair and Vice Chair
	<p><u>Chair:</u> There being no other nominations, Matthew Ryder was re-elected to the post of Chair by Governors present for a period of one year.</p> <p><u>Vice Chair:</u> Mark Coles was absent from the meeting but had communicated by email that he wishes to be considered for re-election as Vice Chair. There being no other nominations, Mark Coles was re-elected to the post of Vice-Chair by Governors present for a period of one year.</p>
4.	To approve the minutes of the last meeting held on 15th July 2019
	<p>The minutes of the last meeting of 15th July 2019 were approved and signed off by the Chair as a true record. Action points from the meeting were discussed:</p> <p><u>1. Circulate to governors NSEAD report - Clerk</u> <i>The Clerk confirmed this had been circulated.</i></p> <p><u>1. Artsmark update at future LGB meeting – Clerk</u> <i>The Clerk will schedule a further update for July 2020 meeting.</i></p> <p><u>5. AN to identify dates for governor visits - AN</u> <i>Details of Governor visits have been finalised and circulated to governors.</i></p> <p><u>7. Chair of Governors to write to Andy Rankine - MR</u> <i>The Chair confirmed he had written to Andy Rankine to thank him for his work during his time on the governing body.</i></p>
5.	Matters arising
	There were no items that were not on the agenda.
6.	To complete register of pecuniary interests
	Forms were distributed for completion by all governors present, the register will be retained by the clerk.

Signed:



Date: 05/03/2020

7.	To provide strategic leadership
	<p><u>7.1 To adopt the Academy Code of Practice and Standing Orders</u> Governors adopted the standing orders. Governors adopted and signed the Academy Code of Practice.</p> <p><u>7.2 To agree Terms of Reference and Powers of Delegation to the Committees</u> Development & Welfare: no changes required. Curriculum & Standards: no changes required. Steering Committee: The Chair and AEG agreed that the terms needed amendment. AEG to update and recirculate to governors.</p> <p><u>7.3 To confirm Committee Membership and Governor Responsibilities</u> No changes to the committees were requested. Anne Eardley resigned as a co-opted governor in June 2019 creating a vacancy for a link governor for training. It was the governing body will determine relevant training and for the clerk to circulate any training opportunities and keep a record of attendance. Consideration was given to appoint a co-opted governor following Anne Eardley’s resignation. On balance, the Chair thought it would be advantageous to complete a governor skills audit before seeking a replacement. The Chair highlighted that Paul Askew’s term of office is due to end next year. The Chair confirmed that he will speak to him outside the meeting regarding his intentions. Link Governor for CEIAG – CEIAG is being supported by Gary Weston who is a Trustee on ACES Board and it was not considered necessary to appoint a link governor to this area.</p> <p><u>7.4 To confirm governor training</u> The 2019/20 training schedule for governors has been agreed and circulated to governors: Autumn term: New Ofsted Framework (scheduled 21/11/19) Spring term: Safeguarding (to be rescheduled) Summer term: Online training (to be determined)</p>
8.	Governor Skills Audit
	Governor skills audit had been circulated for completion and return to the clerk. The Chair has not received all completed forms and discussion will be deferred to the next full governing body meeting.
9.	To ensure accountability of the SLT for the education performance of the school
	<p><u>9.1 to receive headline exam results for Summer 2019</u> AN provided governors with an update and was pleased to confirm that there had been an upturn in KS4 results. The Progress 8 score had risen to 0.161 which was particularly impressive. She added that Maths was extremely pleasing and English, although not as high, was still above the national average. AN remarked that interventions had paid off and the gap for disadvantaged students halved from that of the previous year. KS5 was lower than predictions and very much in line with last year. Negative Value added is an area that needs addressing. BTecs, in particular, did not do well and could be down to being a more challenging qualification and students’ suitability to the course. Q: A governor asked if the school could identify why there was less success in KS5 in terms of exam results. A: Some uplift in sociology but not in psychology. Issues in terms of attendance and punctuality likely to be a factor. Additionally, although the school has less poor teaching, it needs to more consistency in excellent teaching. AN informed governors that this is being addressed and there is more emphasis on flip learning in order to make the most of every lesson. A parent governor remarked on the impressive amount of interventions that were put on leading up to exams.</p> <p><u>9.2 To receive the Principal’s report</u> The Principal’s report had been circulated to governors prior to the meeting. AEG briefly highlighted some of the main points in the report: New SLT Structure: In order to add capacity, Kate Tandy appointed as 3rd VP and taken on responsibility for culture, ethos and behavior. She is also responsible for communication with Tracey Jago appointed to Associate</p>

	<p>Principal to support her with areas of communication. Simon Cooke now responsible for Teaching and Learning with Associate Principal, Tiffany Shaw, supporting with QA processes. Anna Nightingale responsible for Pupil Premium, curriculum and preparing the school for Ofsted. Assisted by Associate Principals, Emily Parkes and Charlotte Newman, for Pupil Premium related matters.</p> <p>AEG also highlighted the 8 major strategic areas of the SDP which are being addressed. Work undertaken by the Trust's SENDCo, Rebecca Berton is also detailed in the report. AEG acknowledged the vast amount of work covered in SEND which is now becoming a good provision within the school.</p> <p><u>9.3 To confirm focus for Governors visits</u></p> <p>Spring Term (04/02/2020) English Emma Leach, John Brown, Paul Askew Spring Term (27/02/2020) FBV and SMSC Emma Leach, Alan Winchcombe, Brad Panther Summer Term (21/04/2020) Humanities Alan Winchcombe, John Brown, Vicky McGregor</p> <p><u>9.4 To receive Committee reports</u></p> <p>D&W Committee report and C&S Committee report will be available at the next full governing body meeting on 5th March 2020.</p>
10.	AOB
	<p>The Chair thanked governors for their time and went through the school's events that governors are welcome to attend.</p> <p>AEG thanked governors for their support during his time as Principal and said that he is looking forward to Mark Patterson joining in January; this will free him up to concentrate on the CEO role. AEG updated governors on possible MAT expansion plans: The ACES Academies Trust is looking into the possibility of merging with a trust in Northamptonshire and due diligence is underway. Additionally, ACES has had the opportunity to put a bid in for another local trust and is waiting to hear the outcome.</p>
11.	To confirm date of the next meeting
	Thursday 5 th March 2020, 7pm, Chapter House

Meeting closed at 8.25 pm

Full Governing Board Meeting: Action Table following Minutes of the Meeting held on Thursday 10th October 2020

Item No.	Action / Decision	By Who	By When	Date Completed
4.	Artsmark update to be put on future agenda	Clerk	July 2020	
7.2	Steering Committee Terms of Office to be updated and circulated to governors	AEG	asap	
7.3	Determine Chair of C&S Committee	MR/PA	asap	
7.4	Governor safeguarding training to be rescheduled	Clerk	asap	
7.4	Online training opportunities to be sent to governors	Clerk	asap	
8.	Governor skills audit to be put on agenda on 05/03/20	Clerk	Next meeting	
9.	C&S Committee report to be added to agenda on 05/03/20	Clerk	Next meeting	
9.	D&W Committee report to be added to agenda on 05/03/20	Clerk	Next meeting	