

HINCHINGBROOKE SCHOOL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on Monday 13th July 2020 at 5.30pm,
Via Microsoft Teams

Present

Governors:

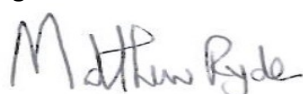
Mr Mark Coles (MC) - Vice Chair of Governors
Mr Mark Patterson (MJP) - Principal/Governor
Mr John Brown (JB) - Foundation Governor
Mr Paul Askew (PA) - Co-opted Governor
Mr Alan Winchcombe (AW) - Co-opted Governor
Mrs Emma Leach (EL) - Co-opted Governor
Mrs Vicky McGregor (VM) - Co-opted Governor
Mr Steve Fidler (SF) - Staff Governor
Mr Brad Panther (BAP) - Staff Governor

In attendance:

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

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| 1. | Apologies for absence |
| | Apologies were received and accepted from Mr Matthew Ryder (Chair of Governors). The meeting will be chaired by Mark Coles, Vice-Chair. |
| 2. | Declarations of Interest |
| | There were no new declarations of interest. Mr Paul Askew continues to be a Trustee of OLT. |
| 3. | To approve the minutes of the meeting held on 21st May 2020 |
| | Minutes were approved as submitted, with no amendments, and will be signed by the Vice-Chair (electronically) as an accurate record of proceedings. Action points from the last meeting were discussed: <ul style="list-style-type: none">• <i>Reopening plans to be circulated to governors</i>• <i>Risk assessment to be circulated to governors</i> The Clerk confirmed that both action points had been completed. |
| 4. | Matters arising not covered elsewhere on the agenda |
| | The Vice-Chair remarked on the unusual circumstances that the school continues to operate under. He thanked staff for their continued hard work and acknowledged the exceptional work that is being carried out by the safeguarding team with the school's most vulnerable students during the lockdown period. |
| 5. | To provide strategic leadership |
| | <u>5.1 Chair's update to include MAT finance update</u> The Vice-Chair was able to obtain an update from the Finance Director of ACES prior to the meeting: <ul style="list-style-type: none">• This year has incurred an additional £12,171 of costs as a direct result of COVID-19; over half of this was on FSM vouchers before the Edenred system was put in place by the Government. However, savings have been made in other areas as a result of the site being closed and there is therefore a small forecast net surplus for the end of the year. As a result, this cannot be claimed back as it has been offset by the savings. It is currently too early to estimate the cost of spending in response to COVID-19. The Board may decide to set a contingency within the budget for next year for such costs but, as ever, costs are tight and it may be more appropriate for the Board to agree an overspend by an agreed amount.• The Finance Director has requested an update from the A14 team and will advise the LGB when this has been received. |

Signed:



Date: 21/09/2020

The Vice-Chair advised governors that, from September 2020, the governing body will no longer operate with a committee structure and there will be 5 full governing body meetings throughout the year. The work of the committees will be picked up at these meetings. Dates for the meetings have been circulated to governors and the content for these meetings will be determined and circulated in due course.

ACTION: PROVIDE AN UPDATE ON A14 ONCE INFORMATION IS RECEIVED - FINANCE DIRECTOR

ACTION: CONTENT FOR FGB MEETINGS TO BE CIRCULATED TO GOVERNORS - PRINCIPAL

6. To ensure accountability of the SLT for the educational performance of the school

6.1 To receive the Principal's report (Principal)

The Principal's report had been circulated to governors prior to the meeting. The Principal advised governors that the report was largely dominated by the pandemic and the significant amount of work that had been undertaken in producing centre assessed grades for this year's A Level and GCSE results. The report also outlined plans for September reopening. He drew governors' attention to the arrangements being put in place for students: classroom setup; moving around school; teaching and learning; pastoral focus to help students cope with the new arrangements. He added that it had been necessary to amend a number of school policies to reflect these changes. The Principal informed governors that a small group of SLT were working specifically on the reopening arrangements and these details will be ready to share with parents, staff, students and governors by the end of term.

Q: A governor referred to the disparity in levels of students' learning during lockdown with the spread likely to be problematic and asked how the school will deal with this.

A: AN advised governors that, to avoid anxiety amongst students, departments have been asked to consider key concepts to bring forward in schemes of work in order to cover areas of work. Departments will also be revisiting topics giving students the opportunity to catch up. This is particularly important in KS4 and KS5.

Q: A governor asked what support will be available for students at A Level and GCSE if they miss their grades and what are the possible logistics for re-sits.

A: AN advised governors that an appeals process will apply under certain circumstances but it is expected that there will be very few areas for appeal. There will be A Level re-sits in October and this is expected to be applicable to all subject areas. It is expected that re-sits for GCSEs will be in November but the school is waiting for further clarification from the government and from OfQual.

ACTION: REOPENING PLAN TO BE SENT TO GOVERNORS - PRINCIPAL

6.2 Update on exams

AN shared information regarding centre assessed grades. It was her expectation that grades were likely to be depressed in all areas.

AN addressed the key headlines: Average assessed grades are slightly higher than last year with a slightly improved P8 score which is indicated by a slightly weaker year group. Collaboration data, using SISRA, from 1500 other schools, shows HBK to be in line with other schools. AN added that both the English and Maths department have been very strict with grading.

Q: A governor asked if there is any study plan for students doing re-sits.

A: AN advised that although students will take re-sits at HBK, some students will have gone on to other destinations and it is therefore not feasible to provide study plans for these students.

Q: A governor noted that the KS4 comparison with SISRA provided reassurance but is there such a comparison at KS5?

A: There is no SISRA comparison at KS5. Not all schools who contribute to the data have a sixth form and the sample size would be too small.

The Principal went through the school's process of centre assessed grades and thanked Anna Nightingale for leading the process very effectively. When analysing the grades set by departments, it was clear that the data behind the grades supported the submitted grades. He added that the process had been very rigorous and would be defensible.

6.3 Draft SDP for 2020/21

The 2020/21 SDP had been circulated to governors ahead of the meeting. The Principal welcomed any comments of the new, shorter, style SDP. He added that the progress column in the document will continue to have information added as progress is made against the plan. He drew governors' attention to the 5 priorities: Sixth form; progress and attainment Y11 and Y13; how we teach; curriculum; behaviour for learning. Other areas such as SEND and wellbeing will continue to remain key priorities and work in these areas will feed into the main school improvement.

Q: SDP refers to the school increasing value added in KS5 to 0.1 but it is already above this figure.

Signed:



Date: 21/09/2020

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| | <p>A: The Principal advised governors that the school is unaware of the VA score at this stage and will need to wait and see what the levels are in KS4 and KS5 before VA score is finalised. AN added that there will be national measures published this year. Additionally, Ofsted will be using 2019 data in any imminent inspection and this is indicated in the figure of 0.1 VA.</p> <p>Q: A governor praised the more succinct SDP but thought there may be an opportunity in the document to describe a more specific nature of the issue to the priorities.</p> <p>A: The Principal remarked that relevant SLT members will be able to provide a detailed account of the progress sitting behind the priority areas of the SDP. These areas will be agenda points throughout next year's full governing body meetings to provide an update and opportunity for discussion and monitoring by governors. KMT touched on the work being done with behaviour in school, striving for continuous improvement to achieve consistent good behaviour in <i>all</i> areas <i>all</i> of the time.</p> <p>Q: A governor asked how improvement in behaviour is measured and how is HAT (Hinchingbrooke Approach to Teaching) followed by teachers evidenced?</p> <p>A: KMT informed governors that there is a range of data that will be used: lesson monitor; exclusion figures; comparing national and previous data; tracking cohorts; surveys.</p> <p>A: In response to HAT, The Principal advised that implementing KPIs at department level becomes more meaningful to teachers thus reducing any subjectivity from lesson observations/evaluations.</p> <p>Q: A governor enquired about destination data: Where are students going on to? What is there in terms of transition support?</p> <p>A: AN informed governors that HBK students do well in this area and work continues with destinations even though it is not listed as a KPI. Compared to the national picture, many students go on to universities. Apprenticeship programme has been put in place which is much improved through the work of the Deputy Head of Sixth Form, Sam Moore.</p> <p>The Principal stressed the importance of staff having ownership of the document so staff are involved with the key priorities in order to continue to improve the school.</p> <p>Q: Will students be involved with the SDP?</p> <p>A: The Principal is keen for all stakeholders to be involved with the SDP. A recent ParentMail has addressed the key priorities for next year so parents and students can understand <i>why</i> they are priorities.</p> <p>Governors approved the SDP.</p> <p><u>6.4 To receive Committee Reports</u></p> <p>6.4.1 Development & Welfare 09/07/2020</p> <p>Committee Chair, Mr John Brown, provided governors with a brief verbal account of his written report. He was reassured at how staff and students have responded during the pandemic. September reopening was discussed with an update on safeguarding, which he acknowledged as a particular strength in the school.</p> |
| 7. | <p>To approve policies</p> |
| | <p><u>SEND Policy</u></p> <p>A governor referred to the penultimate page, under review and evaluation, where it could be better phrased to reflect that the review of the policy sits with the school and the governing body then ensures that this happens, annually.</p> <p>With minor rewording, as discussed, the policy was approved by governors.</p> <p><u>Induction Policy</u></p> <p>SAC advised governors that the policy has updated to include the induction process for NQTs.</p> <p>Governors approved this policy.</p> <p><u>ACTION: MINOR REWORDING TO SEND POLICY – SAC</u></p> |
| 8. | <p>AOB</p> |
| | <p>The vice-Chair congratulated the school how they have dealt with equality and welcomed the work that is being done in this area.</p> <p>The Principal thanked the local governing body adding that he was fortunate to work with such a strong team of governors with a willingness to ask questions as well as provide support to the school.</p> |
| 8. | <p>Date of next meeting</p> |

Signed:



Date: 21/09/2020

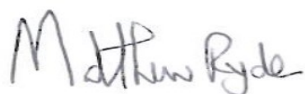
Hinchingbrooke School

Inspiring excellence Fulfilling potential Developing character

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| Confirmed as 21 st September 2020 at 5.30p.m. |
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Meeting closed at 7.45pm

Signed:



Date: 21/09/2020