

HINCHINGBROOKE SCHOOL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on Thursday 21st May 2020 at 5.30pm,
Via Microsoft Teams

Present

Governors:

Mr Matthew Ryder (MR) - Chair of 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

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

1.	Apologies for absence
	Apologies were received and accepted from Mr Steve Fidler and Mr Brad Panther
2.	Declarations of Interest
	Mr Paul Askew continues as a Trustee of OLT.
3.	To approve the minutes of the meeting held on 5th March 2020
	<p>Governors scrutinised the minutes from the last FGB and agreed they represented an accurate record of proceedings Action points from the meeting were discussed: Item 5: Steering Committee Terms of Reference - clerk to put new HBK logo on document <i>The clerk confirmed that this had been done.</i> Item 7.2: To confirm committee membership and governor responsibilities - clerk to prepare advertisement for 1 co-opted and 1 parent governor. <i>The clerk confirmed that a parent governor vacancy was being advertised but an appointment for a co-opted governor will be discussed in item 5.</i> Item 7.3: To confirm frequency of meetings of the full governing body and sub-committees - Principal/Chair/Vice Chair to meet and bring a proposal on the new structure to the next full governing body meeting <i>Meeting has taken place and new structure will be discussed in agenda point 6.6.</i> Item 8: Governor Skills Audit - clerk to complete audit and re-circulate to governors self-evaluation for governors to <i>The clerk confirmed this had been completed and recirculated.</i> Item 9.3: To receive reports on governor visits – The Principal to pick up action points from governor visits and report back to governors. <i>Covered in point 6.8 of agenda</i> The Minutes to be signed off electronically by the Chair.</p>
4.	Chair's Update
	<p>The Chair remarked that despite the current crisis, the school had maintained regular contact with him. Furthermore, he valued the opportunity to meet with the Principal to establish a new governance structure for next year and this will be discussed in item 6.6 of the meeting.</p>
5.	Matters arising (not covered elsewhere on the agenda)
	<p>The clerk advised the LGB that Matthew Ryder's term of office was due to expire on 12th July 2020. It was proposed that he be appointed as a co-opted governor after this date. Governors were in unanimous agreement for him to be co-opted to the local governing body from 13th July 2020.</p>



Signed:

Date: 13/07/2020

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 prior to the meeting and governors confirmed they had had an opportunity to read it. He referred to the sections contained in the report: Effects of the current COVID-19 crisis; Ofsted; progress against the SDP; standard items contained in the appendices and invited governors to question/comment.

Comment: A governor referred to the reference of "upgrade" to educational provision in light of the COVID-19 crisis and felt that a redesign would be needed to introduce a sustainable model of pedagogy. The Principal added that in the short term, he is looking to improve the provision of home learning but long term planning, from September, will be more significant.

Alan Winchcombe joined the meeting at this point.

Q: How are teachers being monitored to ensure consistency in delivering a good education to students?

A: The Principal added that there is clear accountability within the team structure. Furthermore, performance management will match the redesign of the new educational provision.

Q: What safeguarding measures are in place during this time; are vulnerable students being checked on and how are you supporting the staff in terms of wellbeing?

A: This is covered in item 6.2.3 - Staff and Wellbeing

The Chair thanked the Principal for his detailed report which clearly sets out strategies in exceptionally challenging times.

6.2 How is the school operating?

6.2.1 Home learning (SAC)

SAC referred to the Guidance for remote learning. Results of parental survey had been sent to governors. An analysis has been done on parents' comments. SAC was pleased to report that the vast majority of parents were happy with the provision of remote learning. Guidelines have been put together and this will go out to staff. More engagement is now happening with students with tutors making contact with students by Zoom tutor time to provide pastoral support and feedback has been very positive.

Q: Is the school keeping a log of which students are attending tutor time on Zoom?

A: KMT was able to confirm that the school is keeping a tutor liaison spreadsheet and any student who has not engaged receives a phone call from a member of staff.

SAC advised governors that staff have recently received ICT training to assist them with platforms for remote learning. Currently Doodle, which is the school's platform for setting homework, is being used in an adapted way to accommodate home learning. The Principal informed governors that a number of unions are advising against live teaching and the school needs to be mindful of this.

Mark Coles joined the meeting at this point

6.2.2 Parent Survey – Lockdown (SAC)

Governors had received the survey prior to the meeting and had no comments.

6.2.3 Staff and student wellbeing during lockdown (KMT)

The document on staff and student wellbeing had been circulated to governors prior to the meeting. KMT informed governors that staff have had to make adaptations to way they work. Additionally, the change in routine for students is likely to have been quite traumatic for them, especially for Y11 students. KMT added that staff have been reassured by The Principal's very regular "all staff" updates. A Sharepoint site has also been set up with messages of support from parents and students to help morale.

Q: Is there any capacity to set up platforms for students to communicate socially?

A: The School is operating form time meetings and virtual social activities on Instagram and Zoom is being used as a way of keeping in touch with students from a pastoral perspective.

KMT was pleased to report that both Y13 and Y11 were able to have a final assemblies on the last day before lockdown and this gave Heads of Year an opportunity to deliver key messages to students. Remote assemblies have also continued throughout lockdown. KMT added that the school's safeguarding lead, Tony Heath, is continuing to work with members of the pastoral team to ensure regular phone calls are made to certain students. The school continues to use MyConcern for any safeguarding issues.

Q: Where does the school stood in terms of safeguarding students remotely?

A: KMT informed governors that the school continues to have a duty of care to its students and, anything of concern, is logged on MyConcern. Additionally, the school is in regular contact with external agencies to help support some families.

Q: Is there any remote supervision during lockdown?

A: KMT advised governors that the school is not offering a remote supervision service but is looking to utilise the services of volunteer counsellors in addition to the school's Welfare Manager, Alison Setchfield, and the school's Counsellor, Kathy Bradford, for when the school re-opens for Y10 and Y12.

AN said that it was unclear from government guidelines how assistance for FSM was going to be distributed. Despite this, the school sent out information to parents together with vouchers to ensure families have not gone without and

this has also been extended to discretionary FSM. AN informed governors that the school's Pupil Premium Administrator, CJ James is in regular contact with families to ensure IT provision is in place and laptops have been provided under the school's laptop scheme. AN added that Y11 have been given the opportunity to do an EPQ and 68 students have signed up to this. Colleges have been contacted by the school and information regarding this has been sent out to Y11s to ensure they receive careers advice where needed.

Q: Has there been any contact with Y13 students regarding universities?

A: Sixth form tutors have been checking in with students and feeding back any concerns to the sixth form team.

6.3 Plans for reopening (Principal)

The Principal provided governors with headlines on reopening: In line with government guidelines, the school is planning to reopen from after half term to Y10 and Y12 but there still remains a lot of concern from staff and unions.

Q: Who makes the decision on whether the school opens?

A: The decision lies with the Trust board based on the Principal's paper outlining plans for reopening along with a comprehensive risk assessment which has been completed by the Principal.

The Principal informed governors that the school is planning to reopen and will do so with caution and in a very structured way. He informed governors that he was aware of a lot of anxiety amongst staff and need to be mindful of staff welfare.

AN gave governors a detailed plan of reopening: Y12 will return ensuring bubbles and social distancing is possible. The Site Team have measured all classrooms and calculated that between 6 and 9 students will fit in any class. For Y10 students, the first week will be 1:1 meetings with form tutors followed by PSHCE lessons during the second week. Each group will be a bubble of 9 students and there is a need to consider staff within these bubbles, which is challenging to plan. Academic lessons will be in place for Y12 with the continuation of Zoom lessons where this is not possible.

Q: How will you track students coming into school?

A: AN confirmed the plans in place. SAC has been liaising with the Site Team on how they will enter the school safely. PPE has been ordered and hand gel will be provided at the entrance to the school.

Q: Is there any funding to cover the cost of the adaptations?

A: The Principal was not aware of any available funding but the school will take the precautions regardless of any reimbursement.

Q: Have any staff been furloughed?

A: The Principal informed governors that no teaching or support staff who are directly employed by the school have been furloughed. However, HBK Leisure staff and some of Chartwell's catering staff have been furloughed.

6.4 Indications coming out from the DfE about A Level and GCSE results (AN)

AN provided an update to governors: Guidance from DfE has been received and a process has been put together for departments to use. Key principles being (Y10-Y13):

- Overall grade and rank to be given for each student
- No sharing of ranks
- No coursework submitted for academic subjects with a few exceptions (speech & language/science practicals)
- Unable to share any information with students or parents
- No performance tables
- 2 week window to upload results at beginning of June with examination boards
- Courses to be standardised: 2 year trend for GCSEs/3 year trend for A Levels will be taken into consideration
- National grade distribution to be used
- Prior attainment of the school as a whole will be taken into consideration

Departments have been asked to write their own process to assess grades. Marks to be based on prior data. Prior predictions to be taken into account and consideration for students who would have had exam access arrangements. Consideration given to students that have made progress in the last couple of months. SLT have scrutinised predictions from all departments and are satisfied of their accuracy with detailed notes substantiating each grade.

The governors thanked AN for the excellent work that has been done in this area and noted that the data is well evidenced with an extremely strong process in place for assessed grading.

6.5 Review of school day post consultation (KMT)

KMT was pleased to confirm that following the outcome of the consultation, which was overwhelmingly positive from parents and students, the new model for the school day will commence in September 2020. Confirmation had also been received from the bus companies that they are able to accommodate revised timings.

6.6 New LGB structure from September 2020 (MJP)

The Principal outlined the rationale for a change to the LGB structure. Following a meeting with the Chair and Vice Chair, a recommendation of 5 meetings per year, without sub committees, will be the model going forward. Governors were in agreement with this arrangement.

6.7 To review a report on Governors visits:

	<p><u>6.7.1 SMSC-FBV-PSHCE visit 27 02 20 (AW)</u> AW fed back from the governor visit. He was accompanied on the visit by Emma Leach and Brad Panther. Governors felt it was a positive visit with a lot of commitment that was discussed earlier in the meeting was demonstrated in the visit. There was evidence of a clear strategy which was having an impact on students and looked forward to seeing further development in this area. The Chair thanks AW for his very detailed report.</p> <p><u>6.8 Action points from Governor visits (MJP)</u> <u>6.8.1 English visit 04 02 20 (MJP)</u> <u>6.8.2 SMSC-FBV-PSHCE visit 27 02 20</u> The Principal provided a report in response to each governor visit that had taken place. The reports provided actions that had taken place following each visit. Governors thought this model was extremely useful, showing best practice, and would very much like to continue to receive these reports.</p>
7.	AOB
	<p>PA referred to recent events and acknowledged the remarkable achievement by the school from being locked down and operational with 72 hours and would be grateful if the Principal could articulate this to staff at the school. <u>Staff CPD (SAC)</u> SAC informed governors that he is implementing HAT (Hinchingsbrooke's approach to teaching) based on Rosenshine's Principles. Staff have researched/engaged in interactive work on this which has been very well The Chair ended the meeting noting that the school was doing an extraordinary job in a difficult set of circumstances and the school had the full support of the governors.</p>
8.	Date of next meeting
	Monday 13 th July, 5.30pm via Zoom

Meeting closed at 7.45pm

Full Governing Board Meeting: Action Table following Minutes of the Meeting held on Thursday 21st May 2020

Item	Action	By Who	By When	Date Completed
6.3	Reopening plan to be circulated to governors	AN		
6.3	Risk Assessment to be circulated to governors	Clerk		