



MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on
28 February 2022 at 5.30pm, Microsoft Teams

Present

Governors:

Mr Mark Coles (MC) - 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) - Parent Governor

In attendance:

Mr Chris Woodbury (CW) – Staff Governor
Miss Anna Nightingale (AN) - Vice Principal
Mr Simon Cooke (SAC) - Vice Principal
Mrs Kate Tandy (KMT) - Vice Principal
Mrs Vicky Rix (VKR) – Head of Sixth Form
Mr Tony Heath (AJH) – Assistant Principal and DSL
Mr Chris Pape (CEP) – Assistant Principal (Student Progress)
Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence
	Apologies for absences were received and accepted from Vicky McGregor and Matthew Ryder.
2.	Declarations of Interest
	None declared.
3.	Elections
	<p>The Chair welcomed Lynne Milton to the Governing Body as a Parent Governor. The Chair thanked Mike Shaw for taking the position of Vice Chair after successfully being elected by Governors. The Chair informed governors that both he and The Principal had met with a potential co-opted governor, Gary Moss. Governors were given a statement from Gary Moss detailing the experience and expertise he could bring to the Board. Governors unanimously agreed that he should be co-opted.</p> <p>ACTION: CHAIR TO CONTACT GARY MOSS TO CONFIRM HIS APPOINTMENT OF CO-OPTED GOVERNOR TO THE GOVERNING BODY</p> <p>Discussion on link governors. AJH informed governors that a recommendation from the Local Authority for a link governor for children in care should be appointed. This should be given further consideration. The Chair added that all statutory links are covered (SEND – John Brown, Safeguarding – Vicky McGregor, Careers – Trustee) but it may be that other governors would wish to adopt links in other areas across the school. Gary Moss has agreed to act as link governor in Health & Safety as this is an area of expertise. Lynne Milton to be appointed as Well-being link governor. The Chair asked governors to give some thought on whether they would like to take on other areas of responsibility. Mike Shaw is responsible for Training.</p> <p>ACTION: GOVERNORS TO CONSIDER ANY LINK GOVERNOR POSITIONS THEY WOULD LIKE TO ADOPT CONSIDERATION ON LINK GOVERNOR FOR CHILDREN IN CARE</p>
4.	To approve the minutes of the last meeting (6 December 2022)
	The minutes of the last meeting were considered to be an accurate account of proceedings.
5.	Matters arising
	<p>The action points from the last meeting were discussed: LINK GOVERNORS TO PREPARE TERMS OF REFERENCE AND SEND TO THE CLERK - Outstanding FOLLOW UP SIXTH FORM MEETING WITH PA/MS AND HEAD OF SIXTH FORM IN SUMMER TERM - Outstanding PROGRESS FIGURES FOR SIXTH FORM TO BE CORRECTED – VKR - Completed</p>

Signed:

Date: 16.5.2022

PRODUCE SCHEDULE OF GOVERNOR VISITS – SAC Completed: ICT visit in Spring term / Curriculum visit in Summer term

SELF-EVALUATION WORKING PARTY MEETING TO BE ARRANGED IN SPRING TERM - Clerk to arrange date for MJP/Chair/PA to meet to progress self-evaluation meeting

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

6.1 Safeguarding update – AJH

AJH presented to governors a safeguarding update to include a log of MyConcern. As always, there is an increasing number of concerns being logged and this may be in part due to the system being well embedded but he felt that it represented a true reflection of what is happening in school. There has been a significant increase in referrals to Police and Social Care and this is likely to be attributable to lockdown and the immense stress students are finding themselves under. This is having a profound effect on their mental health. Staff in turn are feeling the stress but clinical supervision is now in place for members of staff involved which is providing effective support. AJH spoke of the reduction in assistance from external services available to the school which has meant staff have had to plug gaps. Additionally, the increase in PAN is something to be mindful of as this will inevitably lead to an increased workload. There is also a high demand for intervention among Sixth Form students. AJH spoke of possible solutions such as a family worker, shared with another school, could be an option. AJH also updated governors with ways that students can reach out to staff and the implementation of drop boxes and Sharp System is working well. PSHCE sessions have been supporting students and the power of educating students has been beneficial.

6.2 Change to admissions policy – AJH

AJH is proposing a change to mid phase transfers. As the policy currently stands, the policy states that a spaces at the school will be applicable for siblings in Years 7-11 currently at the school. AJH is proposing that it should be amended to siblings in Years 7-13 currently at the school. Deadline has now passed to be effective from 2023. AJH recommended that the proposal is made with a need to consult. However, the Scheme of Delegation implies that the decision rests at Trust level. All governors were in agreement with the amendment but to seek more clarity on where the decision lies.

ACTION: MJP/AJH TO PROGRESS AMENDMENT TO THE ADMISSIONS POLICY

6.3 To receive a Sixth Form update – VKR

VKR provided Governors with headlines on Year 13 progress figures. Year 12 average grade has shown an upward trend. Discussions are ongoing with Head of Departments in subjects with large cohorts to determine type of interventions to assist students who are below expectation. All students have been identified and shared with tutors. Heads of Faculty will measure impact of interventions. Sixth Form Team will identify whose performance is causing most concern and would benefit from intense tutoring. This will be put in place for Year 12 students. Other interventions include lunchtime sessions on exam techniques and how to manage stress and anxiety. 'Assertive Mentoring' has been trialled with a key group of underachievers in Year 13. A similar programme will be rolled out to Year 12 students. Easter School will provide further academic support in certain subjects. Information about destinations: 164 applications to university. VKR updated governors on numbers for September 2022 intake: 360 offers have been made. This is likely to intensify the need for another Student Support Officer. The new Attendance Officer is currently part time but already making a difference, there is a need for the hours for this post to be increased. PSHCE has been put on the Sixth Form timetable. Student Leadership has started well with lots of students keen to take up leadership roles; this will be relaunched just before Easter. **A governor noted that a lot had been done to increase the outcomes and encourage better learners. It was evident there is great dedication in the team which should hopefully drive-up outcomes.**

6.4 To receive an update on Behaviour (including HBK Approach to Behaviour) and wellbeing update – KMT

Suspension figures have dropped significantly in the Autumn term but there was a sharp increase after Christmas. Number of 5-day suspensions with several very high-profile incidents. For the first time there has been an increase in terms of suspensions for peer on peer abuse for sexual harassment related incidents which may be due in part to greater awareness that these things are unacceptable hence better reporting of such incidents. Suspension figures are still well below Cambridgeshire and national rates. Breakdown of cohorts does not show any concerning trends. A parent focus group has already garnered some interest.

Signed:



Date: 16.05.2022

Assemblies conducted by The Principal on what does an outstanding school look like.
A new management system will be implemented in September.

Questioning/challenge:

- PSHCE lessons for Year 10 have brought up some disclosures; is this cohort too young for decision making? Additional provision for boys could be considered by the school
- PSCH lesson address such issued from Year 7 and is not a gendered topic. The school works with the charity Diverse about a range of sexual health and relationships, signposting students in need.
- Why have incidents of racism has gone up?
- Work is being done in form time to ensure students are aware of what is going on in the news and a lot of work features on all parts of diversity.
- Foul and abusive language has superceded last year's figures already, why?
- Our One school rule is respect and discussions are following on what this actually means. This is a focus for the school following the Ofsted inspection.

6.5 Pastoral update – CEP

CEP informed governors that the school was fortunate that last year's prom went ahead and was well attended. Preparations for this year's proms is already underway. There is a return to assemblies which makes a big difference to ethos with the ability for external speakers to deliver key messages to students. Easter Eggstravaganza will see students receive a letter of recognition. Student leadership is still a focus. REP (responsible, empathic and proud) leadership fitting in with the school's values with 3 representatives per form in Years 7-11. Captains and ambassadors provide an opportunity for student leadership as well as student council. House Teams have done a lot of work formalising the House calendar. HBK has Talent and sports day are huge events and the school is looking forward to these returning after the pandemic. House Teams have new badges with QR codes to apply house points easily. Outer Reach project is being led by Mrs Lowe to introduce artwork to corridors and pastoral areas.

Questioning/challenge:

- Has the new increase in PAN had an impact on how the House system operates? Could an extra House be considered?
- There is an imbalance and the school is monitoring this. The school is reluctant to introduce another House if the PAN increase does not continue through all years in the school
- A governor asked why lockers are no longer available to students
- There are a small number of lockers available to students but it is found but take up is low

6.6 To receive the Principal's Report

Governors confirmed they had received and read the document prior to the meeting. MJP went through key points contained in the report. Covid figures are going in right direction for both staff and students. Staffing is stable. An Audit has been commissioned looking at school for the future and IT equipment of what we need to have in place. Short term action plan is to smooth out issues and a long-term plan involves the MAT.

6.7 To receive School Development Plan 2021-2022

The Principal updated governors with latest SDP developments. Workload seems to be an issue. KMT noted that this came up in the general staff survey. Staff responses, however, are relatively low.

Questioning/challenge:

- Should staff be allocated time to complete staff survey?
- This is something that we could consider which may encourage a better response

The Principal said it was unusual to revise the SDP in year but, because of the recent Ofsted inspection, it seems sensible not to wait until next September to have a revision of the document. MJP invited thoughts from governors about an in-year revision. The Principal said that he should be in a position to circulate a revised SDP in the summer term start of summer term to carry through to next year. **Governors felt the document should be flexible and welcomed any in-year amendments to the document and were in agreement with this.**

Questioning/challenge:

- Do KPI's become meaningless if they are changed in-year?
- The Principal added that, although it was unusual, changing the SDP in-year would be beneficial because the school is working on them anyway.

ACTION: SCHOOL TO ADD CHANGES TO SDP IN A WAY TO MAKE IT CLEAR THAT THEY ARE CHANGES

Signed: 

Date: 16-05-22

6.8 Progress of key pupil groups: Disadvantaged, SEND, Boys, Girls – AN

AN provided an update for governors: Unfortunately, Year 10 RPE exam will not count this year in the school's results this year. Predicted grades for this year were made available to governors. Disadvantaged students doing better. However, so too are the rest of the cohort and the gap is increasing. Exam marking is likely to be comparable to 2019 grades which has a big impact on data. Comparison with 2019: This year's cohort is weaker than 2019 cohort but have done better on assessment. More boys in Year 11 have not performed as well as girls but both groups are on track to do well. SEND students are weaker than their 2019 counterparts and are not predicted to do as well but progress with students is positive. SEND K is also slightly weaker than 2019 but predicted to do well. Students with prior attainment – High, Middle and Lower ability: Lower ability is of most concern. Only 5 students in Alternative Provision this year compared to 14 in 2019. 63 students are accessing the NTP for 2 hours week after school. Over 1000 sessions of catch-up revision is on offer. Detailed analysis of Mocks highlighted students who are not doing well and are being tracked closely. The next data drop is due on 25 March which will give more accurate data and show students who are not doing well and will be targeted.

Questioning/challenge:

- **Middle ability students - how are they doing?**
- **They are doing well 0.64 prediction overall averages a GCSE grade of 4.6 compared to 4.3 grade in 2019. 14 students from this group are not on track and these students are on intervention programmes and Easter programmes**

In summary, AN added that it is hard to know how students are going to perform nationally as the grade boundaries will not be in place until papers are marked.

6.9 Governor visits – SAC

SAC provided suggestions for governor visits over the spring and summer term. Governors were asked for suitable dates for the visits. SAC added that no visits had taken place this year because of Covid and lack of governor availability.

Governors agreed that **ICT visit should take place in the spring term followed by curriculum in summer term.**


8. AOB/Date of next meeting

A governor referred to the PAN increase and the absence of governor involvement in the decision-making process. They have been told that the increase was due to financial constraints but this raised a question about the strength of the rationale for doing it. Furthermore, if the school is to be better than "Good" the quality of teaching needs to be a focus and increasing the school size by 15% may impact this. The Principal agreed that the PAN increase was budget led and the financial viability question should be kept under close review going forward. A governor raised a question about potential space constraints in the school, e.g. for lockers.

A governor thought that it would be helpful to parents for training days to be more transparent and look to publish training strategies and aims for the year. The Principal agreed that this could be communicated to parents.

ACTION: TO INCLUDE IN THE PARENTMAIL MAYBE OR WEBSITE TO PUT TRAINING DAY DETAILS

Date of next meeting 16 May 2022

Signed: 

Date: 16.05.2022