

# HINCHINGBROOKE SCHOOL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on  
Monday 5 July 2021 at 5.30pm, via Zoom

**Present**

- Governors:**
- Mr Matthew Ryder (MR) - Chair of Governors
  - Mr Mark Coles (MC) - Vice Chair of Governors (from 5.45pm)
  - Mr Mark Patterson (MJP) - Principal/Governor
  - Mr John Brown (JB) - Foundation Governor
  - Mr Alan Winchcombe (AW) - Co-opted Governor (from 5.45pm)
  - Mrs Vicky McGregor (VM) - Co-opted Governor (from 6pm)
  - Mrs Emma Leach (EL) - Parent Governor
  - Mr Mike Shaw (MS) - Parent Governor
  - Mr Chris Woodbury (CW) – Staff Governor
  - Mr Brad Panther (BP) – 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

<b>1.</b>	<b>Apologies for absence</b>
	No apologies were received. Paul Askew did not attend the meeting.
<b>2.</b>	<b>Declarations of Interest</b>
	There were no new declarations of interest.
<b>3.</b>	<b>Elections/Resignations/Vacancies</b>
	<p>The Chair of Governors informed governors of his intention to step down as Chair due to a combination of increased workload and personal reasons. He informed governors that he was happy to continue in his role as a co-opted governor should the LGB wish him to do so. All governors present were in support of him continuing as a co-opted governor from September 2021. The Headteacher thanked the Chair for the way he had supported the school during his time as Chair.</p> <p>The Clerk informed the meeting that, as all governors were not present, she will invite nominations for a new Chair from September 2021 via email.</p> <p><b>ACTION: CLERK TO SEND INVITATION FOR NOMINATIONS OF CHAIR TO ELIGIBLE GOVERNORS</b></p>
<b>4.</b>	<b>To approve the minutes of the meeting 17 May 2021</b>
	<p><i>Mark Coles and Alan Winchcombe joined the meeting at this point.</i></p> <p>The minutes of the meeting of 17 May 2021 were considered to be an accurate account of proceedings and were approved by the LGB.</p>
<b>5.</b>	<b>Matters arising not covered elsewhere on the agenda</b>
	<p>Action points arising from the meeting of 17 May 2021 were discussed:</p> <p><u>Item 8:</u> Cycle of SEF update to coincide with SDP <i>The Principal confirmed that agreed key priorities will be cross referenced with the SEF to closely relate to each other.</i></p> <p><u>Item 8:</u> Provide level definitions/expectations for red and ambers contained in the SDP <i>The Principal confirmed this has been completed in the July version of the SDP and will continue going forward.</i></p> <p><u>Item 8:</u> KMT to add bullet style headlines to surveys</p>

Signed: 

Date: 20-9-2021

*KMT advised that she will be presenting survey analysis later in the meeting and headlines are included as requested.*

Item 8: Update SEF and SDP in time for governors' meetings

*The Principal confirmed that this has been actioned. An updated version of the SEF will be presented at the September 2021 meeting.*

Item 10: Self evaluation working party to be arranged

*SAC explained that the intention was to combine the Self-evaluation working party with a governor visit to sixth form visit. Unfortunately, this has not taken place due to the restrictions of stage 4 lockdown.*

**ACTION: SELF-EVALUATION WORKING PARTY AND SIXTH FORM VISIT TO BE RESCHEDULED - SAC**

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

*Vicky McGregor joined the meeting at this point.*

### 6.1 Principal's Report (MJP)

The report had been made available to governors prior to the meeting and governors confirmed they had read the report. The Principal highlighted the key points contained in his report:

COVID update: No plans for a change in strategy but the school is already planning for September, including plans for rapid testing on return to school.

September refresh: Graphical version contained in the report which contains mission, values and key focuses.

TAGs: AN confirmed that departments have carried out internal QA processes. Currently, several departments are being externally assessed for QA processes, namely Fine Art (GCSE and A Level), Maths Level 2 GCSE, English Language. Currently planning for results day and appeals process.

Catch up: AN updated governors on the importance of literacy which will be a whole school focus. Guided reading will be introduced through the pastoral programme to help increase cultural capital. Reciprocal reading to take place over next academic year. Purchase of books will be used from catch up funding.

Budget update: The Principal advised governors that the overall picture for next year looks satisfactory. There is a lagged funding issued and increased Pan will not help next year but no projection for deficit which is reassuring.

Staffing: Leavers and joiners. The Principal was pleased to confirm that the turnover of staff is small.

Pastoral update: Provided by KMT. A breakdown of exclusions will be discussed later in the agenda.

CPD update: Training and CPD has been around TAGs process and HBK approach to teaching.

Pupil admission update: The Principal said he was pleased that the school numbers were full; this includes PAN increase.

SEND update: Report provided by Rebecca Berton.

### Questioning/challenge:

- A governor asked how government funding is being distributed to Pupil Premium.
- AN confirmed that the funding is separate and will need to be accounted for. Spending for Pupil Premium is ringfenced but catch up funding will also help these students. AN said that the school had been prudent in their catch up spending which enables the purchase of books for the literacy intervention. Through the school's association with PiXL, the school will receive a 40% discount off books.
- A governor asked about the criteria for entry to sixth form; is the school making any adjustments in the light of TAGs?
- AN advised governors that there are a couple adjustments, namely Business Studies and Maths.
- How is the extra classroom space funded to accommodate PAN increase?
- The Principal confirmed that surplus money from additional the students will be used to provide for the provision of extra students. The Estates Manager is planning for the provision of additional classrooms, likely to be modular buildings. The extra provision will not be required until September 2023.
- A governor noted that Rebecca Berton has had a positive impact on the SEND provision at HBK School. Referring to her report, he noted that some EHCP applications may not be accepted – how will these needs be met going forward?

*WR*

- **The Principal was pleased that that school will continue to receive support from REB through her role in the Trust and the new SENDCo, Andrew Sedgewick, is a very experienced SENDCo. He is confident that this will make for a very strong SEND team to manage SEND needs going forward.**

The Principal invited governors to request information that might not be contained in the Principal's report. Governors should feed any requests via the Clerk.

#### 6.2 To review the 2020-21 School Development & Recovery Plan (MJP)

The Principal updated Governors on the progress section of the plan:

Improving students' progress and attainment – this refers to TAGs process for this year.

Improving quality of teaching (HAT) – Good progress has been made despite the pandemic.

Curriculum – AN has plans to take this forward in terms of preparation for Ofsted. Use of knowledge organizers are being rolled out throughout the school.

Behavior – KMT provided governors with information on the September training days which will be an introduction to "This is Hinchbrook" in order to start the term strongly with expectations surrounding behavior and how students will be expected to learn; this will be consolidated with form time activities.

Additionally, diversity and literacy sessions will be delivered in form time.

The Chair commended the school on the progress being made in student behaviour.

#### 6.3 To review a draft of the 2021-22 School Development & Recovery Plan (MJP)

The Principal provided the plan in a list form for discussion. Literacy is a discreet priority and the importance of addressing this is emerging from the pandemic. Catch up sessions will be rolled as some students have fallen behind their peers – AN will lead on this. The gap between disadvantaged has grown during the pandemic and TAGs reflect this. AN added Pupil Premium funding only covered Years 7-11 and therefore initiatives need to be given at KS5 through bursary applications in order to keep a focus on narrowing that gap as students go onto higher education. Sixth form has been included in all priorities in new plan.

#### Questioning/Challenge:

- **A governor thought it would be useful to receive evidence of the outcomes of the new literacy initiative to measure its effectiveness.**
- **AN confirmed that reading tests are done every year and this information will be made available to governors.**
- **Is the Sixth Form included in the behaviour initiative?**
- **AN advised governors that the priorities in the SDP include Sixth Form especially in aspects of positive behaviour and culture. KMT added that there is now a more collaborative and joined up approach from Years 7 through to 13.**

#### 6.4 End of year review (KMT)

##### 6.4.1 Exclusions & Blue Room report

KMT updated governors with exclusions data. Figures are slightly higher for the same period compared to previous few years, likely to be an effect of the pandemic but also due to tightening up of sanctions. Students are also more likely to report issues, confident in the knowledge that staff will follow up and sanction as necessary. KMT added that the school continues to monitor and act on any concerning behaviour patterns.

##### 6.4.2 Student Survey

KMT provided governors with key points from Student Survey:

Survey was focused primarily on Ofsted questions and received a good response of 995 students. Generally, students' responses were more positive than last year with greatest improvements seen in reporting and resolution of bullying and discrimination. Number of bullying incidents has fallen by 9% and discrimination has fallen by 2% compared to last year's survey. KMT added that this was a significant improvement but the school continues to aim for zero tolerance and work continues with Diversity Champions and student leadership programme. There was also a significant improvement in how well the school encourages better mental health and wellbeing. A big improvement was evidenced on providing information on next steps (CEIAG). There are many other questions which have received positive responses and, overall, KMT said there is a lot to celebrate. There was a decline in how much students enjoy school but is difficult to ascertain whether this is due to lockdown and remote learning; this will need to be compared to next year's survey.

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KMT advised governors of anonymous ways of logging concerns via the Sharpssystem and addition of drop boxes located around the school which provide students and staff with additional avenues to log concerns.

**Questioning/Challenge:**

- A governor asked whether the low level sexual harassment issue had been picked up in the survey.
- KMT advised governors that this will be captured in the question on how we define discrimination which will be added to the questionnaire. KMT added that the school is already readdressing the PSCHE curriculum to ensure sexual harassment is a focus. Additionally, the September training days will incorporate the new KCSIE (section 5) and raise awareness to report concerns around sexual harassment.

**6.4.3 Staff Survey**

KMT informed governors that the staff survey had been carried out slightly later due to TAGs process. She was pleased to confirm that 16 out of 18 questions were answered more positively compared to the previous survey. Significant positives on how HBK is well led which has increased by a staggering 23%. Also, there was a significant improvement on how well the school manages behavior and supports colleagues to manage behavior issues. Leadership and management also received an increase in positive comments and there were 4 specific comments on the positive impact of the new Principal. It was noted that leadership are more sympathetic to staff wellbeing. KMT added that Online Parents' Evenings were received positively by teaching staff.

**Questioning/Challenge:**

- A governors suggested that answers be broken down into staff type to isolate a particular of group /area of concern to give better insight.
- KMT will break future data down for governors.

**6.5 Governor summer term visits to school report (SAC)**

SAC confirmed there have been no governor visits due to the lockdown restrictions and this will be rescheduled in the Autumn term together with the self-evaluation process.

**7. AOB**

MJP asked governors if there are any items that are not in the current plan, please request this via the Clerk.

A Governor highlighted an article featured in the Guardian regarding one of HBK's previous students.

The Chair concluded the meeting with thanks to the Principal and his senior team for providing outstanding leadership during one of the most difficult years. He commended them on the comprehensive information they have provided at the LGB meetings. A governor added that within the outstanding leadership, it was evident how well the Principal and his senior team know the school and well placed to move the school forward. Another governor commended school leaders on their clarity and transparency in reporting for governors. All governors voiced their appreciation to Matthew Ryder for his time as Chair.

**Meeting ended 7.05pm**