

## HINCHINGBROOKE SCHOOL GOVERNING BODY

*'To inspire excellence and fulfil potential'*

**Minutes of the Full Governing Board Meeting held on Thursday 12 October 2017 at 7pm in the Chapter House, Hinchingsbrooke School**

**Present:**

**Governors:** Mrs Meryl Chisholm (Chair of Governors) (MC) Mr Paul Askew Mr John Brown  
 Mr Bev Curtis Ms Anne Eardley Mr Steve Fidler Mr Andrew Hobley  
 Mr Andrew Goulding (Principal) (AEG) Mrs Vicky McGregor  
 Mr Andy Rankine Mr Matthew Ryder Mr Alan Winchcombe

**In attendance were:** Mr Simon Cooke, Vice Principal (until 7.30pm),  
 Mr David McMillan, Business Manager  
 Mrs Rosie Eacott (Clerk to the Governors) (RSE)

1.	<b>Apologies for Absence</b>	Action
	There apologies of absence received and accepted from Mr Mark Coles and Mr Paul Fenney.	
2.	<b>Declarations of Interest</b>	
	Mr. Brown - Trustee of FHS Mr Fenney – Trustee of FHS Mr Curtis – Founding Member of EPM	
3.	<b>Election of Chairman and Vice Chairman</b>	
	<ul style="list-style-type: none"> <li>RSE asked for nominations for the Chairman and John Brown nominated Meryl Chisholm as Chair which was seconded by Andy Rankine. Bev Curtis was nominated as Vice Chairman by John Brown which was seconded by Paul Askew.</li> </ul>	
4.	<b>To approve the Minutes of the FGB Meeting held on Thursday 13 July 2017</b>	
	<ul style="list-style-type: none"> <li>These were approved and signed by the Chair. The Chair also asked AEG if the action point regarding ensuring that creativity was added to the SDP especially as this was the unique selling point of the proposed MAT. AEG confirmed that he had incorporated this into the SDP.</li> </ul>	
5.	<b>Matters Arising not elsewhere on the agenda.</b>	
	<ul style="list-style-type: none"> <li>The Chair reported that Paul Fenney was due to complete his term of office in February 2018 and therefore this was his last FGB meeting. She wished to publicly thank him and also reported that he had kindly agreed to help the proposed MAT so would be involved with this for a term of one year.</li> <li>MC also welcomed Anne Eardley, Vicky McGregor and Alan Winchcombe to the Board of Governors and thanked them for attending the meeting. She asked them to speak to her after the meeting to confirm the Committee that they would like to join.</li> </ul>	
6.	<b>To complete the register of pecuniary interests</b>	

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Meryl Chisholm  
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	<ul style="list-style-type: none"> <li>The Chair thanked everyone who had completed their pecuniary interest forms and asked any remaining to be given to RSE as soon as possible. RSE confirmed she had several blank forms for anyone who had not yet completed their form.</li> <li>BC then joined the meeting at 7.05pm.</li> </ul>	
7.	<b>To provide Strategic Leadership</b>	
7.1	<u>To adopt the Academy Code of Practice and Standing Orders</u> <ul style="list-style-type: none"> <li>MC referred the meeting to the two documents circulated with the papers for the meeting. She reported that the Code of Conduct had been updated by the Local Authority's Governance Team to include the Nolan Principles. She added that Governors needed to sign a paper to say that they accepted the Code of Conduct and she circulated a sheet for everyone to sign.</li> <li>MC reported that the Standing Orders were almost the same and she had filled in any gaps to update the document before circulating it. She asked the Governors if they were happy to adopt these documents and everyone agreed.</li> </ul>	
7.2	<u>To agree Terms of Reference and Powers of Delegation to Committees</u> <ul style="list-style-type: none"> <li>MC reported that Terms of Reference had been discussed at each Committee meeting except Development and Welfare which was yet to meet. It had been agreed at every meeting that the Terms of Reference were fit for purpose and as they were likely to change when the MAT was formed, there was no need to update them. MC added that a line had been added to the Strategy Terms of Reference to note that the Vice Principals were invited to attend the meetings.</li> </ul>	
7.3	<u>To approve Delegation of the Power of Dismissal to the Principal</u> <ul style="list-style-type: none"> <li>MC asked if there were any objections to giving the power of dismissal to the Principal and it was agreed unanimously that this should be granted.</li> </ul>	
7.4	<u>To confirm the Principal's Performance Management Review and the panel members</u> <ul style="list-style-type: none"> <li>MC reported that the Principal's Performance Management had been arranged for Thursday 2 November 2017 and the panel will be comprised of Paul Fenney, Bev Curtis, Meryl Chisholm and Robin Gildersleeve has been appointed as an external consultant.</li> </ul>	
7.5	<u>To confirm Committee Membership and Governor Responsibilities</u> <ul style="list-style-type: none"> <li>MC reported that the latest Committee Membership list had been circulated. She added that the new Governors would be allocated to a Committee and the list would be updated and recirculated. She asked for any queries over the current structure and no questions were raised.</li> </ul>	
7.6	<u>To receive an update on the MAT (AEG)</u> <ul style="list-style-type: none"> <li>AEG had circulated a summary document on the current progress of the MAT. He reported that an application to form a MAT had been submitted and he had been advised that this would be reviewed by a Headteacher Board on 15 November 2017. He also reported that it had been approved by the new Regional Schools Commission, Sue Baldwin. AEG had offered a school visit and her deputy was due to visit the school in November. AEG confirmed the name of the proposed MAT was the ACE Trust standing for Aspiration, Creativity and Excellence.</li> <li>AEG reported that there was a meeting due to be held on 17 October 2017 with regard to the next steps which would include the Chairs of Governors for Hinchingsbrooke, Ivo and Cromwell (Meryl Chisholm, Charles Glanville, Gary Weston) representation from the Foundation (Paul Fenney) and the chair of the Finance and Premises Committee (Andy Rankine) along with the new Business Manager, David</li> </ul>	

Signed  
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	<p>McMillan. A legal representative from Winkworth and Sherwood (Andrea Squires), Financial advisors, Rawlinsons (Mark Jackson) and the sponsor, Brian Message would also be present at the meeting.</p> <ul style="list-style-type: none"> <li>• AEG hoped that the new MAT would be formed on 1 January 2018 but there would not be a problem if this was delayed until February.</li> <li>• AEG reported further opportunities including expanding the grounds maintenance work across the three school sites as Ian Oliver had a good site team and there was capacity to increase the work and income.</li> <li>• Cromwell Park needed financial advice and assistance in order to get their accounts into a similar system to Hinchingsbrooke. Sue Morgan and Dave Riddick were assisting Cromwell with this. AEG also reported that Cromwell would need to undergo a consultation period with the parent body.</li> </ul> <p><b><u>Governor comments/questions</u></b></p> <p>A discussion was held over consulting the parent body of Hinchingsbrooke School and AEG replied that he had mentioned the ongoing partnership with St Ivo School and the proposed MAT in the Herald newsletters. It was suggested to AEG that it would be a good time to raise the profile of the MAT to parents although AEG was concerned not to alarm parents. A question was also raised about informing staff to ensure that they were briefed to answer questions on the MAT especially given the recent press coverage. AEG confirmed that he would be updating staff throughout the rest of the term. He added that he was already communicating with the Union representatives to keep them informed.</p> <p>A question was raised over the Ivo and whether they would in fact join the MAT. AEG and MC confirmed that work was continuing to help the Ivo Governors sign up to the new MAT. They added that their Headteacher was fully committed to the new MAT and had given the Governors a deadline of Easter 2018 in which to have made a decision.</p>	
7.7	<p><b><u>To confirm Governor Training</u></b></p> <ul style="list-style-type: none"> <li>• MC confirmed that the next Governor training would take place on 30<sup>th</sup> October which would replace the training previously planned for 2 November. She thanked BC who had arranged the training and confirmed that this would be on holding appeal hearings.</li> <li>• MC also reported that the Spring term training would be decided later following developments with the MAT and she proposed that in the summer term a review of data usage in school would be useful training for Governors. She added that the Ivo Governors may join the training sessions as they had highlighted similar training needs.</li> <li>• There was a joint staff training day planned for Ivo and Hinchingsbrooke in April 2018 where the focus would be on Independent Learning.</li> <li>• MC asked for any further suggestions and one suggestion was around the proposed creativity element of the MAT and what this would look like for students. MC replied that this had been discussed at a recent joint curriculum meeting between the Ivo and Hinchingsbrooke and would be likely to be revisited again in November at the next OVP meeting. She also noted that the next governor training session in February would be a good opportunity to review the latest creativity proposals.</li> </ul>	
8.0	<p><b>To ensure accountability of the SLT for the Educational Performance of the School</b></p>	
8.1	<p><b><u>To receive headline exam results for Summer 2017</u></b></p> <p>MC reported that the headline results had been discussed at Curriculum and Standards Committee and reports had been received from Anna Nightingale Vice Principal and</p>	

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	Charlie Fordham, Assistant Principal.	
8.2	<p><u>To receive the Principal's Report</u></p> <ul style="list-style-type: none"> <li>• AEG had circulated the Principal's report. He added that further to 8.1 above, National Statistics had been published and reported that the school had done well compared to national average figures for GSCE with attainment figure of 4.82 comparing to 4.42 nationally. AEG added that staff had predicted results incredibly well and overall, he was pleased with the results. He went on to say that English had suffered with some poor marking and that where papers had been remarked, marks had improved.</li> <li>• Areas for improvement were still where gaps were not narrowing quickly such as SEN students. However, there had not been a SENCo appointed to replace Elaine Parkin and Tony Heath was covering this in addition to his normal work.</li> <li>• A level results had not been as good as hoped and AEG reported that work was underway to review the curriculum being offered and to ensure students were on the right courses in future. He added that there were currently 420 Sixth Form Students but it would be better to have nearer 450 in future. There was an open evening in November for the next year's intake so decisions were needed to be made now.</li> <li>• AEG also reported that he had introduced a new faculty system from September which added staff to SLT. He had appointed David Pendlebury, Kate Tandy, Helen Fullard and Matthew Pinder as Heads of Faculty and although it was early days, he was very pleased with the start of the new system which was proving beneficial where the new HoF were close to classroom practice and allowed the two Vice Principals to focus on the strategic development of the school.</li> <li>• AEG told the meeting that the last term had been particularly difficult following the resignation of Lee Walker, VP but that new staff had been appointed including a new Head of Business Studies, Business Manager and Head of RPE being key appointments. He added that Debbie Warner had made a great start as his PA and that he had recently appointed a new HSSP Manager who was due to start in November. AEG added that he had recently attended a Sports Partnership meeting and had spoken to PE teachers as well as writing to all Headteachers to allay any fears over the change in management. A new HSSP administrator, Helen Hills (a parent) had also been appointed.</li> <li>• Cheryl Pinkney, the Sixth Form Administrator was due to leave after half term and AEG was proposing to increase the resources for the administration of both the Sixth Form and Gateway by replacing Cheryl with two people, one for the administration and one to carry out the SSO role.</li> <li>• MC asked for any questions and wished to record that Charlie Fordham had been disappointed with the A level results but that it should be remembered that this was the first year that the school had completed only 2 year courses so lower ability students had been allowed to complete the courses and this had had an impact on the results.</li> <li>• MC thanked AEG and also wished thanks to be passed on to the SLT and staff who had all worked very hard through a difficult year.</li> </ul>	
8.3	<p><u>To receive the final copy of the SDP</u></p> <ul style="list-style-type: none"> <li>• The SDP had been finalized and circulated to Governors. MC reported that it had been reviewed by the Strategy Governors and any gaps between the SDP and Strategic Plan had been identified. MC asked Committee Chairs to take the document forward and ensure that points were reviewed by the relevant committee meetings.</li> </ul>	

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8.4	<p><u>To confirm focus for Governor Visits</u></p> <ul style="list-style-type: none"> <li>Governor visits had been agreed and the focus in the Autumn Term would be the TA review and in the Spring Term a review of MFL. Summer Term had yet to be decided. MC asked AEG to confirm the date of the TA review so that Governors could add this to their diaries if available.</li> </ul>	
8.5	<p><u>To receive committee reports</u></p> <ul style="list-style-type: none"> <li>Committee reports had been received and there were no questions arising.</li> </ul>	
8.6	<p><u>To confirm the signing of the LA Child Protection Audit</u></p> <ul style="list-style-type: none"> <li>AEG reported that there was still some information to be received from the LA before this could be finally signed off and it was agreed to defer this and add it to the next D&amp;W agenda for the meeting in November.</li> </ul>	RSE
9.0	<b>To Ensure Effective use of Resources to Support Learning</b>	
9.1 & 9.2	<p><u>To receive committee report from Finance and Premises 6<sup>th</sup> October meeting and Update on current budget situation</u></p> <ul style="list-style-type: none"> <li>AR was thanked for submitting the committee meeting report in time for this meeting. AR went on to report that following the stress around the budget including the Governors being recommended to take the decision to withhold the cost of living pay rise for staff in the summer term, he had been subsequently made aware that the figures reported were incorrect and there was an end of year surplus of £107K.</li> <li>DM explained that the variances had arisen due to non-recruitment of maths teachers and the delayed start of the Business Manager. He reported that the toolkit was working correctly.</li> <li>A discussion was held and it was agreed unanimously that the decision to withhold the cost of living should be reversed and that teachers should be given the 2% rise and support staff 1% next April. The cost of this was reported as £66,461 and would result in an end of year surplus of £87,465.</li> <li>It was reported that the Pay Review Committee was due to meeting the following week.</li> </ul>	
10.0	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>MC asked the meeting if there was any objection to renewing the annual subscription to the Centre of Educational Financial Management and it was agreed this should be renewed.</li> </ul>	

To confirm the date of the next meeting as Thursday 1 March 2018

Meryl Chisholm thanked everyone for attending and the meeting was closed at 8.50 pm

Signed  
Date

Meryl Chisholm  
17/5/18

**Full Governing Board Meeting: Action Table following Minutes of the Meeting held on 12 October 2017**

Item No.	Action / Decision	By Who	By When	Date Completed
5.0	Newly appointed Governors to speak to MC to confirm committee membership.	VM, AE and AW	31 October 2017	
6.0	All to ensure that they have completed the pecuniary interest forms and return to RSE	All	31 October 2017	
7.1	All to sign to accept and adopt the Code of Conduct	All	12 October 2017	
7.5	MC to update the committee structure following allocation of new governors to committees.	MC	31 October 2017	
8.4	AEG to confirm the date for the Governor Visit for the TA review.	AEG	As soon as possible.	
8.6	RSE to add the LA Safeguarding Audit to the next D&W agenda.	RSE	31 October 2017.	
9.2	AEG to implement the cost of living pay rise for staff.	AEG	31 October 2017.	
10.0	MC to confirm the subscription renewal to CEFM for another year.	MC	31 October 2017.	

Signed *Meryl Cushion*  
 Date 17/5/18