

## HINCHINGBROOKE SCHOOL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on Monday 7 December 2020 at 5.30pm,  
Via Zoom

**Present**

**Governors:**

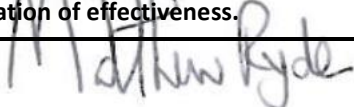
Mr Matthew Ryder (MR) - Chair of Governors  
Mr Mark Coles (MC) - Vice Chair of Governors  
Mr Mark Patterson (MJP) - Principal/Governor  
Mr John Brown (JB) - Foundation Governor  
Mr Paul Askew (PA) - Co-opted Governor  
Mr Alan Winchcombe (AW) - Co-opted Governor  
Mrs Vicky McGregor (VM) - Co-opted Governor  
Mrs Emma Leach (EL) - Parent Governor  
Mr Mike Shaw (MS) - Parent 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>
	Apologies were received and accepted from Brad Panther.
<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 clerk informed the governing body of membership changes: <b>Mike Shaw</b> has been successfully elected by parents to the local governing body. The Chair of Governors was pleased to welcome him to his first meeting. <b>Steve Fidler's</b> term of office as a support staff governor ended on 24 November 2020. The Chair of Governors expressed appreciation for the work he had undertaken during his time on the local governing body and informed governors that he intends to write a note of thanks. <b>Paul Askew's</b> term of office as a co-opted governor ends on 5 December 2020 and he was reappointed as a co-opted Governor from 6 December 2020. <b>Mark Coles'</b> term of office as a parent governor is due to end on 5 December 2020 and he was appointed as a co-opted governor from 6 December 2020. All governors unanimously agreed the appointments. The clerk informed governors that the vacancy for a support staff governor is currently being advertised. <b>ACTION: CHAIR OF GOVERNORS TO WRITE A NOTE TO THANKS TO STEVE FIDLER (STAFF GOVERNOR)</b></p>
<b>4.</b>	<b>To approve the minutes of the meeting held 21 September 2020</b>
	The minutes of the meeting held on 21 September 2020 were reviewed by governors and deemed to be an accurate account of proceedings and were signed off by the Chair of Governors.
<b>5.</b>	<b>Matters arising not covered elsewhere on the agenda</b>
	There were none.
<b>6.</b>	<b>To ensure accountability of the SLT for the educational performance of the school</b>
	<p><u>6.1 Focus of Governors visits (SAC)</u> It was noted that the school was not able to facilitate the curriculum visit planned for the Autumn term due to COVID-19 conditions. Governors were sympathetic to the situation and keen not to over-burden the school at this challenging time. All governors agreed that an "Ofsted ready" visit could wait until later in the year, e.g. Summer term. <b>Questioning/challenge:</b> <b>A governor noted that although a skills audit had recently been carried out, it would be useful for the LGB to carry out a self-evaluation of effectiveness.</b></p>

Signed:



Date: 01/03/2021

**It was agreed that this should be a discussion point at the next meeting**

**ACTION: AGENDA LGB SELF EVALUATION - CLERK**

**6.2 To receive the Principal's Report (MJP)**

The Principal updated governors with key points contained in his report:

- Since writing the report, further cases of COVID-19 have been identified. He was pleased to confirm that it still represented a very small percentage of whole school numbers and added that the school is stringently following advice from the government, PHE and Department for Education regarding procedures relating to COVID-19.
- A small number of queries received, including a local secondary school, regarding the recent announcement of the school's intention to increase the PAN from 300 to 350 for Year 7 students from September 2021.
- The digital strategy vision for use of technology is continuing to develop and the MAT is interested in implementing a Trust-wide strategy.
- Leavers and appointments are detailed in the report.
- Attendance remains satisfactory.
- The school roll shows a very good uptake into Year 12 (Sixth Form).
- AN provided an update Year 11 progress:
  - Data taken from October half term is looking positive but as students have been out of education for several months this is difficult to predict accurately.
  - Assessments continue to take place.
  - Recent government information about summer term exams indicates that students will sit exams but with reduced content in some subjects.
  - Year 13 Mocks have been postponed in line with other schools to enable more accurate data.

**Questioning/challenge:**

- **A governor raised concern that the Trust had not given the local governing body an opportunity to discuss the increase in PAN before a decision had been made.**
- **The Principal advised that the PAN increase will meet parental demand as the school regularly turns down a significant number of applications each year. Additionally, the financial forecasts had strongly indicated that an increase in pupil numbers was necessary to improve the school's financial position.**
- **A governor referred to past conversations at local governing body meetings whereby it was deemed financially beneficial for the school to become part of a MAT and expressed concern that the extra income generated by the PAN increase will be swallowed up by the MAT rather than benefit the school.**
- **A governor asked if constant assessments were impacting on teacher time and well-being.**
- **AN agreed that there is an impact on teaching time. Additionally, some students have felt the pressure of this and therefore well-being continues to be a priority.**
- **The Chair of governors thanked the Principal for his report, emphasizing the stressful time staff were working in. He also urged the Principal to consider his own well-being.**
- **The Principal acknowledged that managing the school through COVID-19 is dominating all aspects of school life at present.**

**6.3 To receive School Development Plan and Recovery Plan 2020-21 (MJP)**

Governors had received the SDP prior to the meeting. The Principal updated governors with the progress in each section of the SDP. The Principal also included the school's recovery plan which had been updated since the last meeting.

**Questioning/challenge:**

- **A governor asked how the new Head of Sixth form has settled in.**
- **The Principal was pleased to report that Vicky Rix has made an excellent start in difficult circumstances. Furthermore, he is confident that her long-term impact will be extremely positive.**
- **A governor asked about the mechanisms in place to evaluate well-being.**
- **KMT confirmed that evaluation of impact is through student surveys with detailed comparisons. Outcome of the evaluation will be an agenda point at the next local governing body meeting.**

**ACTION: ADD STUDENT SURVEY EVALUATION TO THE NEXT LGB MEETING - KMT**

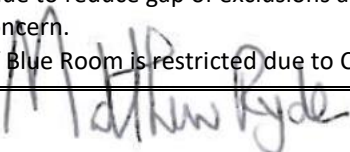
**6.4 To receive a pastoral update (KMT)**

KMT informed governors of the key points in her report:

**6.4.1 Exclusion and Blue Room update**

- A total of 25 students received an exclusion; lower than in previous years.
- Figures for HBK are significantly lower than national and, with the exception of Year 8, also below Cambridgeshire schools. A focus is on Year 8 due to the high exclusion numbers likely to be a result of lost time on induction/transition which sets expectations of students.
- Form time and PSHCE programme is addressing exclusion issues with the introduction of conflict resolution.
- Continue to reduce gap of exclusions and Blue Room occurrence of disadvantaged students; meta data does not show any concern.
- Use of Blue Room is restricted due to COVID-19.

Signed:



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- Behaviour points issued indicate poor behavior is significantly down (27%) on previous years.

## 6.5 Update on Autumn term 2020 (KMT)

KMT referred to the excellent work of the pastoral team with the production of a series of booklets to help clarify processes and strategic intent. These were shared with governors prior to the meeting. She was pleased to report that positive feedback has been received from tutors on the reconfigured school day. HBK's 50<sup>th</sup> birthday celebrations are underway; production of a video will be shared with the community and involve alumni and current staff.

## 6.6 To receive an update on Ofsted Inspection (MJP)

MJP advised governors that an Ofsted inspection is unlikely to be until the summer term due to COVID and the school is making progress in preparation for Ofsted.

## 6.5 To receive an update on Curriculum (AN)

AN provided a summary of the curriculum work taking place this term. Departments have covered sequencing and how they connect with each other in order to build cultural capital. Prior to lockdown, departments worked with students on curriculum awareness. AN advised governor that Knowledge Organisers are being used to summarise key information and vocabulary in order to access curriculum. AN is currently putting together models on the KS3/4 split.

### Questioning/challenge:

- **A governor asked how students have grasped the concept of knowledge organisers**
- **AN advised that there is current a different experience in different subjects; RPE have been using these for a while and are well embedded.**
- **A governor asked whether curriculum developments have been shared with parents**
- **AN advised that the school is now in a position to launch the curriculum update in January and will be contacting parents thereafter.**
- **A governor noted that there had been many developments in the school's curriculum.**
- **A governor enquired whether the KS3/4 split is decided by the school or is it a matter for school or Trust.**
- **The Principal confirmed that it is a decision for the school.**
- **The Chair of Governors thanked AN for the excellent update and the progress that has been made in this area.**

## 6.6 To receive an update on quality of teaching and Hinchingbrooke Approach to Teaching (SAC)

SAC presented a PowerPoint presentation explaining how the school is intending to measure the quality of teaching and learning together with the results of recent monitoring visits. Template to be populated with data from Drop Ins prior to governor meetings for governors to monitor. Teaching observations usually occur twice a year but due to COVID-19, do not take place unless there is a concern. SAC updated governors with Room With A View process and the results from this will be reviewed and presented at the next governors meeting. SAC also updated governors with the progress that has been achieved with remote learning with staff receiving training.

### Questioning/challenge:

- **A governor noted that the learning walk analysis was very thorough**
- **A governor asked if there was a subsequent follow-up where there is a concern**
- **SAC was able to confirm that there is always a learning conversation with the member of staff and data collected across the whole school is analysed.**
- **A governor requested an update against the key points in the presentation so governors can monitor the progress against the HAT namely points 5, 9 and 10 highlighted in the presentation.**

**ACTION: UPDATE AGAINST KEY POINTS IN QUALITY OF TEACHING PRESENTATION - SAC**

## 6.8 To receive a Trust finance report (MJP)

The Principal updated governors with a report prepared by the Trust's Finance Director. At the end of last year, the school showed a small surplus which goes into the Trust's reserves. Statement also shows the impact from COVID. A brief overview of this schools' financial forecast shows a small deficit over the course of the year. Financial forecast going forward, based on the PAN increase, improves the forecast significantly.

## 6.9 To receive the annual safeguarding monitoring report 2019-20 (KMT)

KMT updated governors with the report produced by the school's safeguarding lead, Tony Heath. Items of note were that 2 key members of the safeguarding team, School Counsellor, Kathy Bradford, and Deputy Alternative Provision Manager, Jacob McClarnon, are leaving at Christmas. Interviews are scheduled for these 2 positions.

## **7. Approval of policies**

### 7.1 Admissions Policy (for approval)

Changes relate to PAN increase.

**Governors approved policy**

### 7.2 Safeguarding and Child Protection (for approval)

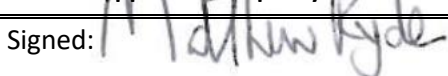
KSCIE reference updated to 2020 version.

**Governors approved the policy**

### 7.3 Supporting students at school with medical conditions (for approval)

**Governors approved the policy**

Signed:



Date: 01/03/2021

# Hinchingbrooke School

Inspiring excellence Fulfilling potential Developing character

	<p><u>7.3 Equality Policy (for discussion)</u></p> <p>The Principal updated governors on the progress of the policy. The policy is being developed with input from the school's Diversity Champion, Femi Solano, and will be presented for approval at the next local governing body meeting. Diversity has been a focus at training day sessions and is an area for development; it is making good progress. The Principal welcomed any input from governors.</p> <p><b><u>Questioning/challenge:</u></b></p> <ul style="list-style-type: none"><li>- <b>The Chair of Governors was pleased to see the importance that the school is placing on diversity and pushing it as a priority.</b></li><li>- <b>Governors to send feedback on draft equality policy</b></li></ul> <p><b>ACTION: EQUALITY POLICY TO BE PRESENTED FOR APPROVAL AT NEXT MEETING</b></p> <p><b>GOVERNORS TO SEND FEEDBACK OF QUALITY POLICY VIA THE CLERK IN PREP NEXT MEETING</b></p>
<b>8.</b>	<b>AOB</b>
	<p>On behalf of governors, The Chair congratulated The Principal and his Senior Team in the way they are leading the school in during this difficult time and thanked the clerk for efficient support to the LGB.</p>
<b>9.</b>	<b>Date of next meeting</b>
	<p>Confirmed as Monday 1 March 2021</p>

Meeting closed at 7.30pm

Signed:



Date: 01/03/2021