



HINCHINGBROOKE SCHOOL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on Thursday 7th March 2019 at 7pm
Chapter House, Hinchingsbrooke School

Present:

Governors: Mr Matthew Ryder (Chair of Governors) (MR)
Mr Andrew Goulding (Principal) (AEG)
Mr Mark Coles (Vice Chair) (MC)
Mr Andy Rankine (AR)
Mr John Brown (JB)
Mr Paul Askew (PA)
Mr Alan Winchombe (AW)
Ms Anne Eardley (AE)
Mr Steve Fidler (SF)

In attendance were: Mr Simon Cooke (Vice Principal) (SAC)
Miss Anna Nightingale (Vice Principal) (AN)
Mrs Debbie Warner (Clerk to the Governors)

1. Apologies for Absence	Apologies of absence were received from Vicky McGregor.
2. Declarations of Interest	Paul Askew - Trustee of The Orchard Trust Anne Eardley - Trustee of Crosshall Junior School
3. Chair's opening remarks	The Chair thanked governors acknowledging that a lot of work had taken place since September regarding visits, training safeguarding and visits.
4. To approve the minutes of the last meeting held 11th October 2018	Minutes of the meetings were confirmed to be an accurate account of proceedings and were signed by the Chair after confirming all action points had been completed.
5. To approve amendments to Terms of Reference	Amendments to the Terms of Reference were considered by governors: <u>Steering Meeting</u> : Needs revision. AEG agreed to liaise with the Chair to update and recirculate to governors. <u>Development & Welfare</u> : Agreed with one further amendment otherwise accepted by governors. Clerk to recirculate. <u>Curriculum & Standard</u> : Amendments were accepted by governors.
6. Matters arising not covered elsewhere on the agenda	The Chair advised governors that AR's term of office is due to end in May. AR has expressed a wish to stand again. Clerk to arrange to run parent election in May.
7. To provide strategic leadership	<u>7.1 To report on the Principal's Performance review</u> MR advised governors that although unable to attend the Performance Review on 6 th October 2018, he had a pre-review discussion with Brian Message, one of the MAT Board Directors to ensure LGB input. He had subsequently received feedback from one of the other Directors, Bev Curtis, who was part of the performance review: The past year had been a significant one particularly in the fact of the establishment of the Trust and all the work that had entailed for the CEO which had not had an adverse effect on his role as Principal of Hinchingsbrooke School. The new management structure that had

Signed:

been implemented has been successful in providing the additional capacity it was intended to provide. This has ensured the school is well led and making the progress that is required to achieve the improvement in both student performance and progress and financial management that the governors and Board of Directors seek.

The Directors acknowledged the significant improvement in A level outcomes, and noted that the GCSE results, whilst not achieving the levels of performance forecasted were, however, respectable. Andrew's objectives must continue to be to seek to achieve the improvement in student performance and outcomes.

AEG updated governors on the recruitment process for Head of School advising governors that after the shortlisting process had taken place, a candidate withdrew and a decision was made by AEG, JB and one of the directors to re-advertise the position. AEG advised governors that there have been a number of potential candidates have looked round the school and interviews will now be on 26/27 March. AEG recorded his thanks to the volunteers who have been taking part in the process.

Q: A governor asked how many applications were received and how many were shortlisted.

A: 11 applicants, 3 shortlisted with 1 shortlisted candidate withdrawing before interview.

A governor added that he thought the programme for the interview process was well thought through.

7.2 To confirm sub-committee memberships and governor responsibility:

Governors had been sent the list for the current year. The Chair was pleased to note that all specialist and link governor positions had been filled. AR agreed to be the link governor for finance and will attend the finance meetings for the Trust.

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

8.1 To receive The Principal's Report:

Governors had received and read the Principal's report ahead of the meeting.

AEG advised governors that in summer term, there will be a need to get on board with the changes to the Ofsted framework and AEG is booked on a course for new framework.

Governors received an update on staffing from AEG which is in the appendix of the Principal's report.

AN has arranged a SEND review which is taking place on 8th March 2019 which will be looking at how well SEND students' needs are being catered for and the school will receive a written report.

AEG advised that there are currently a lot of interventions going on for Year 11 students.

AEG gave a brief financial update which is also detailed in the report.

Kate Tandy has been organizing the World of Work Day which is scheduled for 29th March 2019.

AEG added that the school productions are of a very high standard and would like to encourage governors to attend future events.

Q: A governor asked about the outcome of the recent proposed changes to admissions criteria.

A: AEG advised that when intending to change admissions criteria there is a need to consult and the consultation was based on 3 changes: one which was mandatory, one was to give some priority to staff who have worked at the school for 2 years or more and priority to schools in the Trust. Directors decided not to give priority to schools in the Trust but to keep it under review.

8.2 & 8.3 To review progress on the SDP and SEF:

Governors and staff split into 2 groups to discuss both documents to consider aspects of the SDP and the SEF.

Governors generally agreed that both documents were valid with a sense of objective assessment of the situation and a good reflection of where the school sees itself.

8.4 To receive Committee Reports:

8.4.1 Development & Welfare (14.11.18):

JB updated governors on discussion points of the meeting and informed governors of policies considered at the meeting: Safeguarding, Medical Needs and Drugs policy. These were approved by the committee. It was agreed that the E-safety policy and Home/School agreement should be reviewed again after further amendments at the next committee meeting.

8.4.2 Development & Welfare (28.02.19):

JB informed governors that the committee had received an update on the SDP. E-Safety, Behaviour & Attendance, Anti-Bullying and Physical Intervention policies were approved at the meeting.

8.4.3 Curriculum & Standards (13.02.19):

PA informed governors that the committee had approved ICT Acceptable Use policy. Curriculum was approved subject to a few minor amendments and the ACES CEIAG policy was reviewed by the committee. PA summarized results for the last 3 years for both sixth form and Year 11 and noted that the school has shown significant improvement in grade predictions. The committee agreed that the plan for disadvantaged students, which would hopefully see the gap eliminated within the next 2 years, was very robust.

8.5 To receive report for governor visit (PE Department):

The PE department was visited by governors AR, JB and MR on 15th November 2018. AR thought that the visit was both interesting and informative with conversations on how the PE departments sits within the wider school. Governors also met with dance students and representatives from the sports council. There were 4 actions points to follow up on from the visit.

AEG added that in addition to the PE Department, the school was fortunate to retain the services of HSSP which is used by local primary schools. The school also has the services of HBK Leisure who provide lettings and out of school sports facilities.

8.6 To receive update on Single Central Record:

AW made a further visit to the school to look at the Single Central Record and was pleased to be able to report that the Single Central Record had moved on since his last visit. There were still a few members of staff who needed to complete PREVENT training and this needs to be followed up to ensure it has happened. AW also noted that external visitors to Hinchingsbrooke need to remain compliant. AJH to follow up on the actions points from the SCR and feedback at the July meeting.

AOB

AEG advised the Chair of Governors that he will be required to submit a report for the Trust Board meeting and governors should feed any thoughts to Chair.

A governor advised that the Godmanchester Free School is unlikely to go ahead.

AE updated governors on recent governor briefing she had attended in January.

AEG advised governors that the school is in the process of setting up a workload monitoring committee.

To confirm the date of the next meeting as **Thursday 23rd May 2019, 7pm**

The Chair thanked everyone for attending and the meeting was closed at 8.30 pm

Full Governing Board Meeting: Action Table following Minutes of the Meeting held on Thursday 7th March 2019

Item No.	Action / Decision	By Who	By When	Date Completed
5.	AEG to rewrite Steering Committee ToR	AEG/MR	asap	
5.	Further amendment to D&W Committee ToR	Clerk	asap	
6.	Run parent election	Clerk	May 2019	
8.5	Ensure action points from the PE Governor visit are completed	MIP	Next meeting	
8.6	AJH to receive SCR report and ensure action points are followed up	Clerk	asap	