



MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on
4 July 2022 at 5.30pm, Hinchingsbrooke House Library

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 Gary Moss (GM) – Co-opted Governor
Mrs Lynne Milton (LM) – Parent Governor
Mrs Emma Leach (EL) - Parent Governor
Mr Chris Woodbury (CW) – 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

1.	Apologies for absence
	Apologies for absences were received and accepted from Brad Panther and Vicky McGregor.
2.	Declarations of Interest
	None declared.
3.	Diversity Update (Gabriella Harris-Clements/Francesca Zander – HBK Diversity Champions)
	<p>Presentation to governors by Diversity Champions with information on drop down day for all students and staff in 2 weeks' time. Aims this year are to focus on characteristics around the 2010 Equality Act. Staff will be briefed about the initiative on Training Day to encourage staff to be more confident in talking to students about issues relating to LGBT etc. Workshops will cover areas such as visual impairment, different religions, migration, anti-racism, stereotypes. LGBT.</p> <p>The Chair thanked the Diversity Champions for their presentation and was pleased to note that the event represented a very comprehensive set of activity.</p> <p>The Rainbow Flag Award is now almost complete with just 2 more sections to complete.</p> <p><i>Gabriella Harris-Clements/Francesca Zander left the meeting at this point.</i></p> <p>Challenge/Questioning:</p> <p>Q: A governor referred to a number of local charities in the area (Deaf and Blind Society and CAMBS Mind). Were there any opportunities to explore relationships with them?</p> <p>A: This is something that could be considered. They will advise Charlotte Newman who will be taking over as Diversity Champion next year to see if this is something she could develop.</p> <p>Q: What sort of training are you offering staff?</p> <p>A: There will be training for all staff but in particular those teachers who are less comfortable in discussing some of topics with students and this will be addressed through Team Training during the training days that are coming up.</p>
4.	Approve minutes of meeting of 4 July 2022
	The minutes of the last meeting were considered to be an accurate account of proceedings and were signed off by the Chair.

Signed:

Signed:
Date:

Date: 03/10/2022

5.	Matters arising not covered elsewhere on the agenda
	The Chair informed the meeting that the documents to clarify the role and responsibilities of the link governor roles and terms of reference documents have been progressed which link into Trust's Scheme of Delegation.
5.	To approve Local Authority SLA Agreement
	<p>The Clerk informed the meeting that notification of renewal for Governance Service Level Agreement had been received, which requires agreement from governors. Governors thought that the training support scheme provided by the Local Authority represented good value for money and governors agreed to extend it for another year.</p> <p>The Chair encouraged governors to make use of the training offered in the SLA.</p>
7.	Governor Self-Evaluation
	<p>MJP, MC and PA had met to progress the Self Evaluation process. PA updated governors of the work that had been done against the appendices which were presented during the meeting. In summary, he was pleased to note that many of the areas that had been RAG rated were green but there were some areas where improvements can be made. The Chair informed the meeting that he is keen to progress this further in order to make the governing body as effective as it can be. Discussion on how to move forward: should time be allocated in meetings or small working group. It was decided that a small working group should be formed in order to address the areas for progression which will be brought to future meetings individually.</p> <p>It was recommended that a risk register review should be carried out once a year.</p> <p>ACTION: PROGRESS RISK PROFILE TO ALIGN WITH GOOD TO GREAT DOCUMENT - GM/MEETING WITH ESTATES MANAGER TO BE ARRANGED - CLERK</p> <p>ACTION: SMALL WORKING GROUP TO BE SET UP FOR GOVERNOR SELF-EVALUATION – DISCUSS AT NEXT MEETING</p>
8.	To ensure accountability of the SLT for the Educational Performance of the School
	<p>To receive the Principal's Report (MJP)</p> <p>The Principal advised governors of 2 vacancies for a SENDCo: One position is at Assistant Principal Level and the other for a SENDCo with a TLR attached. This will significantly increase capacity in this area.</p> <p>Questioning/challenge:</p> <p>Q: A governor enquired whether the 2 posts are to match an increase in demand or to add create extra capacity</p> <p>A: The Principal was hopeful that this model would provide expertise in this area and added that very few schools have 2 SENDCos</p> <p>Q: A governor asked if there were a number of students who sit exams somewhere else?</p> <p>A: The Principal advised governors that there are a significant number of students with anxiety who are still struggling to come into the exam environment.</p> <p>AN advised governors that the catch up by National Tutoring Programme has gone smoothly and will be repeated in the summer term. She informed governors that this is a new opportunity for extra English provision and one cohort may follow up for a holiday programme as there is a lot of enthusiasm in Year 10. The Principal advised governors that the current number on role is 1948, which is a high number. Attendance is above the national average and also above the Cambridgeshire average, which was pleasing to report. Information about suspensions was supplied by KMT. A staffing update to include leavers and starters was discussed with governors. The Principal was also pleased to report that there had been no complaints since his last report in May. Governor, Mike Shaw, has been helping the Head of Sixth form with a mentoring scheme and is due to provide training to sixth formers.</p> <p>ACTION: MS TO CIRCULATE TRAINING OPPORTINIES AND LOOK AT EXPANDING INTO OTHER INDUSTRIES</p>

Signed:



Date: 03/10/2022

To review SDP 2021/2022 (MJP)

The Principal referred to the progress that had been made to the SDP from SLT contributions. Ofsted Handbook is followed, which is a Trust model.

The Chair noted that the HAT is going very well and this good work should continue.

A governor thought it would be interesting to see how the student body feels about the HAT.

The Principal advised governors that student surveys are carried out; they are called Room with A View which has a purpose of finding out the students' view.

KMT advised some changes to tutoring time to include a Teaching & Learning feature of HAT.

The Principal updated governors on the Trust's decision to move all schools to Arbor MIS with Hinchingsbrooke switching to this system in September.

The Principal also referenced his section on Development and attitude. He is mindful that although behaviour is generally good, it is not currently better than good and this will be a key focus again next year.

The Principal reference the section on Sixth Form.

The Principal advised governors that the partnership working continues with the Trust in Bedford.

Questioning/challenge:

Q: A governor asked what the final numbers are for sixth form next year

A: The Principal advised that if all students in current Year 11 do as well as expected, there may be an issue with numbers. Current indications would see the highest Year 12 ever, which would be good for both the Sixth Form and budget. He added that the Sixth Form Induction Day is taking place in a couple of weeks and this may give a better indication of numbers.

Q: A governor referred to an earlier meeting where there was concern about staff morale based around frustration with technology in the school. He asked if this has improved.

A: The Principal advised governors that a senior level Technician had been employed to work for the school rather than across the Trust and has quickly set about improving the service. He has already put in place a ticket system in order to manage staff concerns quickly. He is also leading on classroom for the future technology which will be implemented in classrooms. Additionally, KMT advised governors that feedback from staff had been positive and things are moving in the right direction in terms of technology, especially in areas such as Gateway and Alternative Provision.

Q: A governor asked about the increase in fuel costs and its impact on the school.

A: The Principal was aware that the Trust had secured a protected contract for the time being.

The Chair thanked The Principal for his report and noted that a huge amount of progress had been made during this year.

Behaviour Update (including HBK Approach to Behaviour) and Safeguarding update (KMT)

KMT provided an overview of her Behaviour report on suspensions and blue room figures. She was pleased to report that the rate of suspensions had slowed down. A slight increase of exclusions was noted in Year 7 and no patterns were noted across the meta data. Language is being built in to the HBK programme. Mental Health concerns continue to increase and a lot of work is going to offer a wider range of support and art therapy is being introduced. The school counsellor is going on maternity leave and the school will need to ensure her caseload can continue receiving support. AJH will prepare a full report for autumn term. KMT added that there is a lot of positives to note: Lots of positives to note: Year 13 celebrations event, House assemblies and end of Year assemblies. KMT was pleased to see to have full taster days back for Year 6 students after a break due to Covid and Y11 and Y13 proms are taking place before the end of term.

7. To approve policies

Behaviour Policy: Governors reviewed the changes made to the policy, which included the incorporation of the new Arbor MIS system relating to behaviour.

Drugs Policy: KMT highlighted the changes relating to drugs paraphernalia

Communication Policy: KMT thanked governors for their feedback outside the meeting over the newly introduced policy. Governors were in agreement to approve the policy.

Governors agreed that changes to policies

Signed:



Date: 03/10/2022

	ACTION: CLERK TO PUT THE RELEVANT APPROVED POLICIES ON THE SCHOOL WEBSITE
7.	AOB
	<p>GM, through his link governor role, requested a spot check of Health and Safety Compliance, which could be arranged with the Trust's Estates Manager.</p> <p>EM, who is a link governor for finance, requested a review of the annual budget.</p> <p>ACTION: CLERK TO ARRANGE LINK GOVERNOR MEETINGS WITH TRUST</p> <p>The Chair reminded governors that both a Chair and Vice Chair will need to be elected/re-elected at the first meeting after the summer break. Any nominations should be received by the Clerk prior to the meeting.</p> <p>The Chair thanked Simon Cooke for his support and expertise he has given to the governing body and wished him well in his new role at another school.</p>

Signed:



Date:

03/10/2022