



## MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Committee Meeting held on  
26 June 2023 at 5.30pm, Room 136

**Governors:** Mr Mark Patterson (MJP) - Principal/Governor, Mr Mark Coles (MC) – Co-opted Governor (Chair)  
Mr Mike Shaw (MS) – Parent Governor (Vice-Chair), Mrs Victoria McGregor - Co-opted Governor,  
Mr Alan Winchcombe (AW) – Co-opted Governor, Mr Paul Askew (PA) - Co-opted Governor,  
Mr Gary Moss (GM) – Co-opted Governor, Mrs Lynne Milton (Parent Governor),  
Mr John Brown (JB) – Foundation Governor

**In attendance:** Miss Anna Nightingale (AN) - Vice Principal, Mrs Kate Tandy (KMT) - Vice Principal,  
Mr Matthew Pinder (MIP) – Vice Principal, Mr Ken O’Shaughnessy – CEIAG Lead,  
Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence
	Apologies for absences were received and accepted from Chris Woodbury.
2.	Declarations of interest
	No new declarations of interest.
3.	CEIAG Update/CEIAG Policy (Mr Ken O’Shaughnessy (KOS) – CEIAG Lead)
	<p><b>CEIAG Update</b></p> <p>KOS provided an update to Governors on CEIAG at Hinchingbrooke School. He updated Governors on areas where the school had performed well and was pleased to share with Governors the school’s vast expertise. Heads of Departments also include CEIAG in their schemes of work, looking at skills and knowledge in lessons to make the links to the world of work. He highlighted that mapping and quality assurance is an area of focus.</p> <p>KOS updated Governors on the updated Provided Access Legislation (PAL) which has recently been enacted. Schools must provide at least six encounters with approved providers of apprenticeships and technical education for all their students. This new legislation will become a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications. KOS added that the school is looking at how to deliver this and is currently putting together a list of employment entrepreneurs, running assemblies with follow up lessons and pop up sessions are planned to ensure quality engagement from students.</p> <p>KOS was pleased to report that the recent Year 10 work experience has been hugely successful - every student has found or been allocated a placement. 8 of these students have been offered future full-time apprenticeships.</p> <p><u>Questioning/challenge:</u></p> <p>Q: A Governor noted that some information regarding PAL should be on the school’s website. A: KOS is aware of the required updates to the website and this is in hand.</p> <p>Q: A Governor enquired how HBK students acquire skill-sets favoured by employers A: The school liaises with a number of local employers and these key skills are incorporated into the scheme of works and delivered in lessons.</p> <p>Q: A Governor enquired how the school encourages students’ awareness of decisions leading to careers and ensuring they are aware of the bigger perspective so they are not limited to a single career pathway. A: The school carefully considers the employment representatives who are invited in to talk with students so students are fully informed about the different directions their careers can take.</p> <p>Q: A governor asked how the school encourages the right representatives to come into the school. A: KOS thought it was fortuitous that the current recruitment crisis is attracting employers to come to the school to speak with students.</p>

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	<p><b>Q: A Governor enquired about the balance of advice given to students; are students informed of other routes that to employment such as T Levels and apprenticeships?</b></p> <p><b>A: The school makes clear to parents and students of routes and destinations.</b></p> <p><b>CEIAG Policy</b> KOS presented the CEIAG policy to governors. Information on the PAL to be included in the Policy. AW to work with KOS and bring back to Governors once this has been done.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- <b>Mandatory CEIAG information to be uploaded to website – KMT/KOS</b></li> <li>- <b>CEIAG policy to incorporate PAL information for Governor approval – KMT/KOS/AW</b></li> </ul> <p><i>KOS left the meeting at this point.</i></p>
4.	<p>To approve minutes of the meeting of 15 May 2023 (Chair)</p>
	<p>Minutes of the meeting were deemed to be an accurate reflection of proceedings and were approved.</p>
5.	<p>Matters arising not covered elsewhere on the agenda</p>
	<p>Action points were discussed with 2 of the action points requiring further follow up: Visits: JB to visit SEND department and LM to conduct a wellbeing visit.</p> <ul style="list-style-type: none"> <li>- <b>JB carried out a SEND visit and produced a written report following the visit.</b></li> <li>- <b>LM to carry out a wellbeing visit in the Autumn term.</b></li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- <b>Wellbeing visit to be scheduled in Autumn term – KMT/LM</b></li> </ul> <p>The Chair informed Governors that HEART Academies had withdrawn from merger discussions with ACES due to estates liability after carrying out a detailed conditions survey of ACES estates. A Governor remarked that correspondence should be sent to parents informing them that ACES will not be merging with HEART Academies.</p>
6.	<p>To ensure accountability of the SLT for the educational performance of the school</p>
	<p><b>6.1 Principal's Report (MJP)</b> Governors received the report prior to the meeting and confirmed they had read the document. The Principal outlined key points from his report: <b>Strikes:</b> New announcement of planned strikes on 5 and 7 July. Dates may impact the school due to Year 6 taster day and Sixth Form Ball planned on these dates. 3-year strategic plan has made progress following a further meeting between the Governors working party and The Principal. The draft of a longer-term strategic document features as a separate item on the LGB agenda. <b>Staffing:</b> The Principal was pleased to report that apart the posts of Nurture Teacher and Cover Supervisor, the school is fully staff and both these posts are currently being advertised. <b>Exams:</b> Close to the end of the scheduled exams window. Process has gone well but there has been a record number of students not attending examinations, often backed by parents. The Year 13 mock exams were every much in line with the data of the 2022 cohort. <b>PAN increase:</b> Work continues with ACES Central Team to finalise year 1 of the 3-year plan to ensure the school has capacity to accommodate the increase in student numbers. Building modification work continues and details are covered elsewhere in the agenda. <b>Attendance:</b> The school remains above the County and national average for attendance and below the same averages for persistent absence. The biggest challenge across the year groups remains that of mental health/additional needs, and its impact on attendance. The pastoral team work incredibly hard to support our students affected by this and maintain a forensic approach to keeping attendance high. There has also been a significant increase in students taking holidays/leave during term-time. This is followed up via the Local Authority with the issue of fixed penalty notices. <b>School roll:</b> The school continues to be oversubscribed.</p> <p><b>Questioning/challenge:</b></p> <p><b>Q: A Governor asked is there a connection with students walking out of exams/low attendance and/non-completion of homework?</b></p> <p><b>A: AN said that resilience is an issue; this is a national picture.</b></p> <p><b>6.2 HAB Update (KMT)</b> The HAB report had been received by Governors prior to the meeting. KMT provided headlines: Suspensions were up by 83 from previous year but the larger cohort needs to be taken into account in these figures. The increased PAN of Year 8 students has had an impact on the school: More disadvantaged students, more</p>

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suspensions with the number of fighting incidents significantly increased. Blue Room is being utilized mostly for students using foul and/or abusive language. Homework help session has been introduced, providing a purposeful and supportive environment and reinforces that homework matters. There is a new approach to form time: an increased pastoral focus with structured conversations happening between the form tutor and students. Planning for September 'This is HBK' day for a chance to revisit key aspects and reinforce 'this is how we do things'.

**Questioning/challenge:**

**Q: Incidents of physical altercation have increased dramatically, why?**

**A: Students are aware this is not acceptable but is however on the increase. Managing conflict training to be implemented.**

**Q: Why has truancy increased significantly?**

**A: There has been an increased in students who have elected to be home educated but the pastoral team is struggling to provide enough support in this area. Staff struggling to cover home visits - capacity is stretched.**

**A Governor was concerned that the number of students who are walking out of exams and truanting which may mean students are struggling and the school needs to look at how these students can be supported.**

**6.3 Curriculum Update (AN)**

AN provided a verbal summary to governors. AN shared with Governors subject areas requiring deep dives and investigation of the quality of Teaching and Learning and leadership in these departments. Literacy initiative is happening in all year groups: reading fiction for 20 minutes, 5 days/week. Vocabulary: tier 2 and 3 language – expanding on this with more challenging reading being launched this week. Shared language is being used throughout the school. Guided reading sees student enjoying reading of classics and swapping of books with each other. Reading with a ruler

**6.4 Siteworks (MIP)**

Governors confirmed they had received a schedule of intended works for the school prior to the meeting. MIP provided a summary Governors on the site projects at HBK. He added that work has started in many areas with the Cover Team and Attendance Team already located in new offices but the biggest challenge is Site Team capacity.

**6.5 To review SDP 2022-23**

Governors confirmed they had received the SDP prior to the meeting. The Principal invited questions and comments on the document.

**Questioning/challenge:**

**Q: A governor thought it would be useful to marry progress against the success criteria**

**A: The Principal agreed to include this in the next SDP.**

**6.6 Long Term Strategic Plan**

Draft document provided to Governors. This document has developed from the working party. Document is a longer, 3-year strategic plan which looks at where are we now? and where we need to be. PA informed governors that the document maintains the link with Ofsted methodology.

**Questioning/challenge:**

**Q: A Governor noted the need for more mental health and wellbeing outcomes.**

**Q: A Governors noted the requirement to incorporate KPIs against each objective. A dashboard approach could be created.**

**ACTION:**

**STRATEGIC PLAN DOCUMENT TO BE PUT INTO FORMAT AS DISCUSSED – MJP/MC/PA/GM**

**6. LGB Self Evaluation (PA)**

PA informed the meeting that the self-assessment carried out had identified areas of strength and weakness. The documents provided to Governors prior to the meeting summarise objectives for the longer term. From discussions over risk, GM has agreed to attend the school's H&S Committee meetings.

**ACTION:**

**ADD GM TO THE CIRCULATION LIST OF HBK H&S COMMITTEE MEETINGS – MIP/DW**

**7. Governor Visits**

**Safeguarding Visit (VM)**

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VM provided a written report following her safeguarding visit. VM highlighted key points in the report: It was apparent that the intensity of safeguarding concerns has increased. Links between safeguarding and SEND is improving. Resilience in the team is good but pressure is increasing. Young Carers is having a positive impact. Need to ensure levels of support are in place for staff.

**SEND Visit (JB)**

JB noted that demands in the SEND Dept are ever increasing post pandemic. Figures of students on EHCPs are higher compared to other schools. Strong new SEND leadership: Jamie Jones/Tracey Webb.

8. To approve Policies

**Drugs Policy:** Minimal changes from last year. **Governors approved the Policy**

**Behaviour & Attendance Policy:** Updated to include reference to social media, Head of Year Teams updated, homework expectations, counselling and wellbeing. Uniform refinements. Updated to reflect current use of Arbor MIS. **Governors approved the Policy**

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