



MEETING OF THE LOCAL GOVERNING BODY
Minutes of the Full Governing Committee Meeting held on
Monday 13 May 2024 at 5.30pm, Room 136

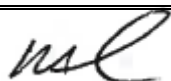
Governors: Mr Mark Coles (MC) – Chair, Mr Alan Winchcombe (AW) – Co-opted Governor, Mrs Lynne Milton (LM) – Parent Governor, Mrs Victoria McGregor (VM) – Co-opted Governor, Mr J Brown – Foundation Governor, Mr Steven Ragdale (SR) - Staff Governor, Mr Stuart Nunn (SN) - Staff Governor

In attendance: Mrs Kate Tandy (KMT) - Vice Principal, Mr Matthew Pinder (MIP), Miss Anna Nightingale (AN), Dr Su Fradley (SRF) – Professional Tutor, Chris Pape (CEP) – Assistant Principal – Behaviour & Ethos, Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence (Clerk)
	Apologies of absence were received from Paul Askew, Gary Moss and Mike Shaw.
2.	Declarations of interest (Clerk)
	The Clerk confirmed there were no conflicts to note.
3.	Early Careers Teacher (ECT) update (Su Fradley)
	<p>SRF provided governors with an update on ECTs and progress made since she has been in post: Recent changes, previously known as Newly Qualified Teachers (NQTs), format has changed to a one year reduced timetable and mentor. ECTs being introduced in 2021 to provide more support in the critical start to their career. SRF informed governors that from 2023, Hinchingbrooke provides in-house provision which involves using online resources and own training sessions to cover the Early Years Framework (ECF). SRF covered the role of the mentor to ECTs who provide guidance on day to day teaching matters, open discussions on ECF, mini observations and weekly meetings. SRF also highlighted some issues that have been encountered this year: long term sickness, lack of mentors, behaviour management skills. There are also significant time demands for an Induction Tutor: 56 hours of observations, feedback meetings, formal reviews and written report. Adjustments have been made for the next academic year which broaden out pinch points. SRF shared successes with the current ECT intake: all on track to pass, only one ECT has decided to leave the profession, nationally the rate is much higher than Hinchingbrooke.</p> <p>Governors thanked SRF for an informative update and the Chair invited governors to ask questions.</p> <p>Questioning/challenge:</p> <p>Q: Mentor time – when does this happen?</p> <p>A: Ideally, in a free period for both mentor and ECT. Schedules do not always line up and is necessary to meet after the school day.</p> <p>Q: Do mentors get extra time to carry out this role?</p> <p>A: Yes, they have an extra time allowance.</p> <p>Q: Is there an opportunity for ECTs to work with other teacher in other schools?</p> <p>A: Training is delivered in-house but there are links to primary schools and observing teachers – they have the opportunity to go and see other schools.</p> <p>Q: Are ECTs being measured against the HAT?</p> <p>A: Yes, in-house training will refer to the HAT and mini observations are carried out every week.</p> <p>Q: With 19 ECTs coming thought next year, is there a maximum?</p> <p>A: Yes, we are teetering on the max. There is no policy within school that we should/should not recruit ECTs, the school is committed to appoint the best staff from an interview process.</p>

4.	Student Council update (Chris Pape)
	<p>CEP provided a verbal update on how the Student Council is developing in the school: Raising profile of Student Council has been a focus this year. This has been led by our senior students who aim to expand training to include other roles such as Reps in every form group throughout the school. Students meet every half term with Heads of Year to raise issues. Training for Reps encourages aspirations to become Ambassadors or House Captains higher up in the school. CEP added that a recent training session involved 10-12 minute sessions, in groups, where students chose subjects for discussion; CEP noted the high quality of discussion among these students.</p> <p>The Chair thanked CEP for his enthusiastic report and invited questions by governors.</p> <p>Questioning/challenge:</p> <p>Q: What make students so enthusiastic about the Student Council initiative?</p> <p>A: Many students crave leadership and the sheer number of applications among students is impressive. Students are put through a robust process and job descriptions ensure students' know the expectations of the role.</p> <p>Q: How do you ensure diversity within this cohort?</p> <p>A: We ensure that a cross section of students to represent the cohort, all of who are deserving students.</p> <p>Q: Is there a point in the year where students reflect?</p> <p>A: Yes, during the summer term and with an exit survey.</p> <p><i>Su Fradley and Chris Pape left the meeting at this point.</i></p>
5.	Approve minutes of meeting of 18 March 2024
	<p>The minutes of the last meeting were deemed to be an accurate of proceedings and were signed off by the Chair.</p> <p>A governor noted that the depth of challenge and questioning by governors to ACES Trustees had not been captured adequately. It was agreed that a confidential note should be added to the minutes of this meeting.</p> <p>Action: CoG to draft a communication to parents following Mark Patterson's resignation – completed</p> <p>Action: KMT to determine date for SEND visit – Jamie Jones, SENDCo, has been contacted regarding a governor visit and a date will be sent to invite Governors before the end of the summer term - ongoing</p>
6.	Matters arising not covered elsewhere in the meeting
	<p>The Chair was able to share with governors a confidential update on current HBK leadership.</p> <p>The Chair was pleased to announce that following a recent interview process, the appointment of a new Principal, Andy Hunter, was successful. Gary Moss and Alan Winchcombe who were part of the interview process were satisfied that he was a very impressive candidate.</p>
7.	To ensure accountability of the SLT for eh education performance of the school
	<p>7.1 Principal's Report</p> <p>Governors confirmed they had received and read the report prior to the meeting. The Vice Principals highlighted key points from the report:</p> <p><i>What has gone well?</i></p> <ul style="list-style-type: none"> • Recruitment continues to go well with relatively few vacancies. VPs were hopeful that there would be very few, if any, late stage resignations. • Year 11 Easter School had been very well attended. • Staff have been supportive of VPs through the transitional period until new Principal, Andy Hunter, arrives in September. • Classroom refurbishment project continues to make process. • Monitoring & evaluation continues to go well; drop-ins and learning walks have been very positive.

Signed:



Date:

08/07/2024

- Options process has seen 100% of students being able to student their preferred subjects.
- Sixth Form revision/prep has gone well for Year 13 students; “Revision with Rix” has been a huge success.
- Unprecedented level of Sixth Form application received; 438 conditional offers have been made.
- Reduced numbers of EHCPs for next year.

What has gone less well?

- The turbulence caused by Mark Patterson’s departure and additional workload for VPs.
- A number of Year 11 Alternative Provision will not sit any examinations this summer.
- The resilience of students sitting exams is a concern.
- Some behaviour challenges remain.
SEND is understaffed and recruitment is exceptionally difficult.

7.1 To receive the SDP

VPs updated governors on areas of progress. Governors continue to monitor.

7.3 To receive a curriculum update (Anna Nightingale)

AN provided key points from her report:

- Business Studies to be removed from curriculum and replace with Media Studies.
- Year 11 Data shows comparisons with last year’s cohort: Attainment predictions are higher but progress prediction is lower. EBACC numbers significantly up.
- Breakdown of disadvantaged Year 11 cohort: Disadvantaged gap is set to decrease both in attainment and progress terms. A greater % of disadvantaged students are accessing the EBACC subjects
- Year 13 Data shows predictions have fallen since last data collection in January. NEA marks are disappointing. Intervention in place and purchase of UpLearn for Science and Psychology.
- Year 13 increase in mental health concerns despite interventions to tackle resilience.

7.4 To receive a Behaviour update (Kate Tandy)

KMT provided key points from her report:

- Arbor data - 88% of the logs from September to now are positive, an improvement on the same point last year.
- Adjustments made to the Arbor sanction system following Spring term review.
- A focus on school’s response to the DfE document on prohibiting the use of mobile phones. Following student assemblies, messages to staff and parents / carers and a survey across all stakeholder, feedback to be analysed to inform new policy.

7.5 HBK PAN Increase/Buildings and Facilities update (Matthew Pinder)

MIP provided key points from his report:

- Additional site officer has started work on classroom refurbishment programme. 8 rooms have now been completed. Benefit to the school environment and staff morale is evident.
- Completion of Library computer suite refurbishment to include new computers.
- Potential increase in Year 12 number, additional teaching space is required. Small classrooms spaces with capacity for 12-16 students have been identified but also need larger rooms with full class capacity. Further locations have been identified within Middle School requiring some structural work.
- HSSP office space, and adjacent disabled toilets to be combined to produce a full-size classroom. This work will largely be completed by external contractors due to the nature of the structural work required and site team capacity.
- Site security planned to include additional security gates to close off around 60% of the school after 4pm for both staff and student safety and to reduce the risk of out-of-hours damage and incidents.
- Sign in/out points at all site entrances/exits to enable sixth form students and staff to accurately register when they are present on site to aid our safeguarding and fire registers going forward.

	<ul style="list-style-type: none"> • Success of 2 CIF bids: New roof on Middle School to be carried out over summer term and fire improvement works in DT, Art, and Science.
8.	To approve policies
	<p>CCTV Policy: Further amendments are required to this policy. Action: KMT to bring back policy after redraft by ACES Site Manager</p> <p>Access Arrangements Policy: Minor changes. Governors approved the Policy</p> <p>Alternative Provision Policy: Reflects online provision enhancements – Governors approved the policy.</p>
9.	AOB
	<p>SN was pleased to report that he will be taking over as DofE Lead for the school. There was no further business. Next meeting Monday 8 July 2024.</p>

Signed:



Date:

08/07/2024