



MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Committee Meeting held on
Monday 7 July 2025 at 5.30pm, Room 136 - Hinchingbrooke School

Governors: Mr Gary Moss (GM) – Vice Chair, Mr Andy Hunter (AH) – Principal,
Mr Alan Winchcombe (AW) – Co-opted Governor, Mrs Vicky Stanley (VS) – Parent Governor,
Mrs Lynne Milton (LM) Parent Governor, Mr John Grenville (JG) – Co-opted Governor,
Mr Steven Ragdale (SR) - Staff Governor, Mr Stuart Nunn (SN) – Staff Governor

In attendance: Mr Matthew Pinder (MIP) - HBK Vice Principal, Mrs Kate Tandy (KMT) - HBK Vice Principal,
Mr Jamie Jones (JAJ) - Assistant Principal - SEND
Mrs Debbie Warner (DW) - Clerk to the Governors

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| - | SEND update by Jamie Jones, Assistant Principal - SEND |
| | <p>JAJ presented on current SEND provision at the school and reported areas of need which necessitate an EHCP. Many students have multiple diagnoses. As of September 2024, the national average of secondary students in receipt of an EHCP was 2.7%; HBK was higher at 3.5% (Years 7-11). Levels of students on SEND register is 11% at HBK. JAJ updated governors on progress 8 scores and likely outcomes for end of the academic year. Currently, 63 students at the school are in receipt of an EHCP, increasing to 81 students (c.10%) in September; this is not representative of other schools in the area where figures are lower. Next academic year, the cohort will be 25% in Year 7 alone.</p> <p>Parent views and questionnaires give an insight into how our parents and carers feel about SEND provision at HBK. Senior SEND team members attend transition and parents' evening to collect views of the team and level of support.</p> <p>Questions/challenge:</p> <p>Q: How does parent/carers satisfaction compare to other schools/overall cohort?</p> <p>A: KMT to provide these figures.</p> <p>Q: What is the level of resource to support SEND students? EHCP funding is static and does not cover the cost of provision; what impact does this have on the school financially?</p> <p>A: More teaching assistants will be required for the next academic year and discussions are ongoing with the LA to access services such as an educational psychologist.</p> <p>A governor noted that the school is picking up the deficit in support from the LA but the support from the school is having a positive impact on the students.</p> <p>JAJ thanked governors for their support and will relay the positive comments to his team.</p> <p>The Principal noted that the increase in the number of EHCP students is extraordinary but is optimistic that the school will cope next year. In negotiation with the LA, we hope to offer an enhanced resource base on-site.</p> <p>Questions/challenge:</p> <p>Q: Would an enhanced resource base concentrate on a certain area, say cognition and learning?</p> <p>A: This is yet to be determined, could include EBSA support but discussions with the LA are continuing.</p> <p>Q: A governor noted more confidence in the SEND provision since the last update; is this an indication of being able to cope better?</p> <p>A: There are a number of factors, aligning well with the rest of the school. Clearer priorities on how best to support students. A big focus on adaptive teaching has prepared teachers to ensure effective strategies are in place.</p> <p>The Principal added that the expertise exists in the school to meet the needs of SEND students and sharing of this best practice is leading to better consistency across the school.</p> <p>ACTION: PROVIDE SATISFACTION LEVELS AMONG PARENTS/CARERS OF SEND STUDENTS - KMT RELAY POSITIVE FEEDBACK FROM GOVERNORS TO SEND TEAM - JAJ</p> |

Signed:

Date: 20/10/2025

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| | <i>JAJ left the meeting at this point.</i> |
| 1. | Opening Business (Chair) |
| | <p>1.1 Welcome, apologies and declarations of interest: Apologies were received and accepted by Mike Shaw (Chair), Lucy Inskip, Victoria McGregor. It was agreed that Gary Moss (Vice Chair) chair the meeting. The Clerk confirmed there were no conflicts of interest to note.</p> <p>1.2 Business referred from the Trust Board: There was no business referred from the Trust. Governors asked for an update on the proposed merger. The Principal reported that the timeframe to transfer to The CAM Academy Trust is most likely to be 01/01/2026. The Vice Chair thought it would be helpful to have someone from ACES Trust to attend the next LGB meeting for an update. Brief discussion on questions that the LGB would like to raise: are there going to be any significant changes to the Scheme of Delegation, especially relating to budget management. A governor noted the advantage of other secondary schools in the Trust for HBK.</p> <p>ACTION: INVITE CEO TO NEXT LGB MEETING FOR UPDATE ON TRANSFER TO CAM ACADEMY - CLERK</p> |
| 2. | Minutes of the previous meeting, actions and matters arising (Clerk) |
| | <p>The minutes of meeting of 12 May 2025 were deemed to be an accurate account of proceedings and were signed off by the Chair.</p> <p>Action points from meeting of 12 May:</p> <ul style="list-style-type: none"> • Update on mentoring scheme (support from Armed Forces): To begin in the new academic year (AN/JG) • Letter of thanks to Attendance Team: The Chair sent letters of thanks to the Attendance Team (KMT) • Sharing Careers Standard report with governors: completed (KMT) • Meeting to be arranged regarding CIC visit: This has been arranged (LM) • Governor wellbeing visits (department health check): Dates have been circulated, one visit is arranged with ongoing visits related to each department. <p>The Chair thanked Alan Winchcombe who had already visited the school as part of the wellbeing visit. The Chair concluded that all action points had either been completed or are being progressed.</p> |
| 3. | Principal's Report (AH) |
| | <p>Governors confirmed they had read the report prior to the meeting. The Principal highlighted the key points from the report: The Principal is meeting with TLR holders to discuss consistency across the school and ensure priorities for the school are carried out to guarantee the school is never less than good. Department health checks provide a new way of looking at each department. From DfE comparison, HBK is doing well, especially among students with FSM and SEND.</p> <p>The Principal summarized the year by highlighting the positive comments from students and parents/carers from the recent sixth form survey, attendance and results are good. Behaviour figures are much better than national figures, students are happy and full of praise for the school and the school is fully staffed.</p> <p>The Chair thanked The Principal for his detailed report and enquired whether the LGB could help in preparing for Ofsted and check the strength of governance. The Principal referred to the external review that had taken place in January and he had given some constructive feedback to senior leaders. The department health checks bring a spotlight to each department to highlight any areas of inconsistency.</p> |
| 4. | Governance reports (KMT) |
| | <p>4.1 Behaviour report Headlines: There has been an increase in the number of suspensions in the summer term but still below the national rate. Concerns around percentage of disadvantaged students who are escalating the suspension figures and this is something we will be keeping an eye on. Arbor logs evidence 95% of logs are positive. Legacy awards are taking place this week with 240 certificates and prizes being given. KMT voiced her thanks to the Hinchingsbrooke Foundation for funding the prizes. Pushing uniform standards which has been well received. Structural changes for the blue and green has resulted in a reset room being introduced. Work continues on the Lantern. Governors were invited to view the provision. The Chair thanked KMT for her comprehensive report.</p> |

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| 5. | Governor visits (AN) |
| | <p>Department health check – PE department.</p> <p>The focus of this short Health-check visit was to seek constructive feedback from leaders and staff on the current position of the department and its future development. AW provided governors with a written report to note the strengths and areas for further consideration.</p> <p>The Chair thanked AW for his detailed report.</p> <p>AW provided feedback as part of his ongoing visit to check the SCR. AW was pleased to report that the SCR has gone from strength to strength with outstanding issues relating to mandatory training resolved.</p> <p>The Chair thanked AW for the assurance that training is being completed.</p> |
| 6. | Policies for approval |
| | <p>Discussion on policy changes/updates by KMT:</p> <p>RSE Policy: Statutory policy which has been delayed due to DfE guidance. Guidance requires a consultation, which has now taken place. The DfE guidance will be published in next couple of months, and the policy will come to governors for approval.</p> <p>Supporting Students at School with Medical Needs: Governors approved the policy.</p> <p>Behaviour Policy: Governors approved the policy.</p> <p>There were no new trust-level policies for governors to be aware of.</p> |
| 7. | AOB |
| | Date of next meeting: 20 October 2025 |