



## MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on  
3 October 2022 at 5.30pm, Hinchingbrooke House Library

- Governors:** Mr Mark Coles (MC) - Chair of Governors, Mr Mike Shaw (MS) – Vice 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 Victoria McGregor – 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, Mrs Kate Tandy (KMT) - Vice Principal, Mr Matthew Pinder (MIP) – Vice Principal, Mr David Pendlebury (DJP) – Assistant Principal, Mr Tony Heath (AJH) – Assistant Principal, Mrs Debbie Warner (DW) - Clerk to the Governors

1.	Apologies for absence
	Apologies for absences were received and accepted from Alan Winchcombe. Apologies received from Brad Panther post meeting.
2.	Declarations of Interest
	None declared.
3.	To receive an update on the school’s management Information System (David Pendlebury)
	DJP provided an update on the school’s new management system, Arbor. He was pleased to inform Governors that the transition had gone smoothly. Behaviour issues are easier to log and view, which is good for teaching staff. <b>Questioning/challenge:</b> <b>Q: A governor asked how the new MIS affected communication with Parents and how it is used with ParentMail</b> <b>A: DJP advised governors that the Arbor application also includes a Parent App which, in time, will take over from ParentMail. It is intended that the App will also be used for payments such as cashless catering.</b> <b>Q: Is there a continuity of Arbor between primary and HBK pupils?</b> <b>A: Schools in the Trust have the same MIS system. However, the school has no control over the MIS systems used in feeder primary schools which sit outside the Trust.</b> <b>Q: A governor referred to any potential downsides to implementing changes based on the new MIS system.</b> <b>A: DJP informed governors that the school has not been able to utilize the performance management part of the new MIS system but are in negotiations with Arbor on how to resolve the issue. In the meantime, BlueSky Education will be continued for this purpose.</b>
4.	To receive a safeguarding report (Tony Heath)
	The completed annual safeguarding monitoring report for 2021-22 was presented to governors; this highlighted the excellent safeguarding work conducted in the school.  Governors received a safeguarding update: AJH advised governors that there continues to be an increase in MyConcern logs with most cases relating to mental health and wellbeing, along with a significant increase in concerns as a consequence of the national campaign – “Everyone’s Invited”. Additionally, referrals to external agencies have increased, particularly in relation to social care. AJH highlighted the very limited external resources that the school can key into. AJH made governors aware of the national trends and concerns among young people and referred to the excellent members of staff at the school who are providing support to students. AJH informed governors of developments in the student services provision: additional SSO in sixth form; appointment of Young Carers champion, Mindful Paws operating from Gateway after school. AJH

Signed:

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informed governors of the counselling support that is on offer to students. Gateway Provision was discussed to highlight ongoing issues and current provision.

**Questioning/challenge:**

**Q: Is data collected on emerging absence? Is there an APDR in place?**

**A: KMT advised governors that the school holds weekly VECs meeting where students of concern (both currently and emerging) are discussed. A wide area of concerns are covered including absence, mental health concern, potential school refusals. Parents and carers are contacted in order to work with the student concerned.**

AJH commented that as now face to face meetings are taking place, a suitable time should be arranged for governors to attend one of the safeguarding sessions.

AJH provided governors with a copy of the Safeguarding and Child Protection policy prior to the meeting which had been marked up to show updates and changes to the existing policy, namely, changes to terminology and the emphasis on the role of governors and the role of alternative provision.

**Governors confirmed they had read policy and were in agreement to approve it.**

*Tony Heath left the meeting at this point.*

**ACTION: CLERK TO UPLOAD APPROVED SAFEGUARDING AND CHILD PROTECTION POLICY TO THE SCHOOL WEBSITE**

**5. Elections/re-elections/resignations (Clerk)**

The clerk confirmed that no nominations from members of the LGC had been received for the positions of Chair and Vice-Chair. The clerk confirmed that both Mark Coles and Mike Shaw were willing to continue and governors voted:

Mark Coles was unanimously voted in as Chair for the year 2022/23

Mike Shaw was unanimously voted in as Vice-Chair for the year 2022/23

**6. To approve the 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.

**7. Matters arising (not covered elsewhere on the agenda)**

The Chair noted that the previously approved policies had been updated and uploaded to the website. The clerk will arrange link governor meetings with the Trust's Finance Director (Finance and Risk/Health & Safety).

**8. To complete register of interest forms**

The clerk circulated the forms for governors to complete and return.

**9. To provide strategic leadership**

**9.1 To adopt the Academy Code of Practice and Standing Orders**

Governors agreed to adopt The Academy Code of practice/standing orders.

**9.2 To confirm Governor responsibilities for 2022-23**

The Chair recapped on link governor roles: Health & Safety/Risk: Gary Moss; SEND: John Brown; SCR: Alan Winchcombe; CEIAG: Gary Weston (Trustee); Finance: Emma Leach; Mike Shaw: Pupil Premium; Mental Health & CIC: Lynne Milton; Safeguarding & e-safety: Victoria McGregor

**9.3 To confirm Governor training**

MS to take stock of any training already undertaken by governors and identify areas of need for suggestions on future training. MS will generate a training log and liaise with the clerk on any training opportunities that are available through the Local Authority.

Signed:



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**ACTION: MS TO CREATE TRAINING LOG AND ADVISE GOVERNORS OF TRAINING OPPORTUNITIES**

10 To ensure accountability of the SLT for the educational performance of the school

**10.1 To receive the Principal's report (MJP)**

Governors confirmed they had received and read the report prior to the meeting. MJP highlighted the key areas of his report and encouraged questions from governors.

**Questioning/challenge:**

**Q: A governor referred to the PAN increase which had been agreed for financial benefit and yet it is reported that the school is required to consider further cost savings. Is this a precursor for alarm bells regarding sustainability?**

**A: The Principal confirmed that he had been asked to identify potential savings across the school. Additionally, there are concerns around increased energy costs. Pay awards are also a concern. The funding for the increased numbers in sixth form is lagged. The Principal also advised that although the PAN increase was introduced a while ago, the first payment has only been received due to lagged funding but next year the school will benefit from the increase from sixth form students.**

**Q: A governor enquired about the role of the Trust and would welcome more communication from them.**

**A: The Principal advised governors that the trust report could be shared with governors and that meetings between link governors and the Trust could provide valuable information to governors at the next meeting.**

**ACTION: CLERK TO ARRANGE A MEETING WITH THE TRUST'S FINANCE DIRECTOR FOR LINK GOVERNORS FOR FINANCE AND RISK/HEALTH & SAFETY**

**10.2 To review the SDP 2022/23 (MJP)**

The Principal advised governors that the SDP has been updated since the summer version although it is obviously still early in the year hence the progress section is blank. Outcomes for students is based on the current Year 11 with suggested success criteria for progress and outcomes.

*Paul Askew left the meeting at this point.*

**10.3 To receive SEF (MJP)**

The SEF had been updated in July 2022 and made available to governors to view. The Principal will bring back to the next meeting with the inclusion of the exam results.

**10.4 To receive an update on the start of Autumn term (KMT)**

KMT advised that the suspension figures for the start of term were slightly higher due to a particular incident involving a large number of students but was pleased to report that they remain lower than national figures. KMT provided breakdown of suspension categories. Blue Room figures are also up on the same time last year with physical altercations and use of bad language as significant contributors. KMT advised governors that the move to Arbor presented an opportunity to launch a new behaviour system with the intention to drive up standards. Some areas are already seeing improvements; uniform is improved. Centralised detentions and catch-ups for repeated non-homework and lateness are consistently issued by way of incident points; these are reset for each half-term. KMT informed governors that the new system is going well with only a small number of parents unhappy with the more stringent behaviour policy.

**Questioning/challenge:**

**Q: How are staff trained to ensure parity of incident points?**

**A: Explicit guidance has been delivered on training day.**

**Q: A governor noted that an incident point could be received for chewing gum but in some cases this helps students with anxiety**

**A: With some students, gum is necessary and a note can be placed on their Pen-Portrait so they are not penalised.**

**Q: A governor thought it may be necessary to communicate better with parents and students if they are receiving increased numbers of detentions.**

**A: KMT advised governors that the majority of parents are satisfied on why consequences are being issued. The Principal said that the aim is for all students to behave better with very low levels of disruption.**

**Q: A governor asked if all negative incidents received the same number of points or if they are weighted.**

	<p>A: There differ, depending on severity.  Q: A governor had been made aware of poor student behaviour on school buses.  A: KMT said that she regularly has contact with the bus operators to keep bad behaviour to a minimum.  Q: A governor thought the figures look powerful with the impact of negative incidents, and how does this compare with positive behaviour points?  Q: Recognition point currency is high and try to make sure there is balance; they need to be weighted correctly.</p> <p><b>10.5 To receive an update on summer grades 2022 (AN)</b>  AN provided governors with a summary of her report.  Results at KS4 were very positive and was pleased that they were higher than TAGs. Unfortunately, RPE does not count in the P8 figures. AN noted there is an issue with English and interventions are already in place. Disadvantaged students did well in the Ebacc subjects. Actions that are in place for this year include meetings with Heads of Departments (where subjects performed less well) every 2 weeks with the Principal and AN. Previously poor performing subjects are now gone: German, iMedia and Economics.  A Level were slightly disappointing. However, more mental health and anxiety has been apparent with some students. AN informed governors that national figures were not yet available.  National Tutoring Programme and oracy workshops had had a good impact.  The Chair thanked AN for a thorough and detailed report.</p>
11.	AOB
	There was none.
12.	Date of next meeting
	Confirmed as 5 December 2022, 5.30pm

Signed:



Date: 05/12/2023