



MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Committee Meeting held on
Monday 12 May 2025 at 5.30pm, Room 136 - Hinchingsbrook School

Governors: Mr Mike Shaw (MC) – Chair, 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, Mrs Vicky McGregor (VM) – Co-opted Governor,
Mr John Grenville (JG) – Co-opted Governor, Miss Lucy Inskip (LI) – Foundation Governor,
Mr Steven Ragdale (SR) - Staff Governor

In attendance: Mr Matthew Pinder (MIP) - HBK Vice Principal, Mrs Kate Tandy (KMT) - HBK Vice Principal,
Anneli Lombard (AML) - HBK Assistant Principal
Mrs Debbie Warner (DW) - Clerk to the Governors

- Teaching & Learning update by Anneli Lombard (Assistant Principal)

AML provided a Teaching & Learning update to governors, highlighting key points:
Streamlined process of M&E: drops-ins have replaced performance management and these show significant improvement across all the strands. New strands added to drop-ins and learning walks to capture findings with depth of subject knowledge coming through as a strength. Only 1% of current staff need subject knowledge embedding further in their lessons.

Internal staff training has been happening this year, delivered through Teachmeets, training days and sharing good practice in areas such as feedback and marking, lesson starters. The most recent survey shows staff appreciate CPD with 81% of staff in agreement that it helps them to develop professionally, creating a climate to take risks and innovate.

Adaptive teaching and the more recently introduced HAT for adaptive teaching delivers strategies to meet the needs of students with SEND. It is important to have a focus on this and by doing so, we can also meet the needs of all students and help undiagnosed students to access materials more easily. Regular updates are delivered to staff during weekly briefings.

The last part of summer term will focus on WAGOLLS (what a good one looks like) – how does this look in each department? and is looked for during drop-ins and learning walks to gauge how it is being embedded in the classroom.

Teaching and coaching support has been launched and it is pleasing to note that very few members of staff require support. Joint peer observations with a feedback opportunity is happening throughout the school so that areas of excellence are shared to gain further consistency. ECTs have had a big support network and may benefit from this support once their training is finished.

Questions/challenge

Q: Do staff recognise what you are finding from the process?

A: We are currently working on an easier transmission system of data. To date, it has been hard to show the variances but we are sharing results with departments

Q: How does this link in with performance management?

A: Performance management is currently done through the BlueSky platform with specific objectives appropriate to each role. The coaching programme could be connected to objectives but could equally set outside this.

Signed:

Date: 07/07/2025

	<p>Q: Has there been any conversations across the Trust to ensure consistency in the schools monitoring process?</p> <p>A: The large number of teaching staff compared to the primary schools make the system quite different to primary school colleagues and their teaching can involve a wider range of subjects. However, the merger would provide a good opportunity to have conversations across similar schools.</p> <p>Q: How much pupil feedback is involved in the process?</p> <p>A: Room with a View is where students answer surveys and the data is analysed. We monitor this throughout the year.</p> <p><i>AML left the meeting at this point.</i></p>
1.	Opening Business (Chair)
	<p>1.1 Welcome, apologies and declarations of interest:</p> <p>There were no apologies.</p> <p>AN was unable to attend the meeting due to the live exams season.</p> <p>The Clerk confirmed there were no conflicts of interest to note.</p> <p>1.2 Business referred from the Trust Board:</p> <p>Governors confirmed they had received 2 presentations from the Trust's recent Standards & Innovation meeting:</p> <p>Student Outreach Society by Charlie Pettit: an initiative involving HBK's sixth form students delivering science sessions to students in the Trust's primary schools.</p> <p>Staff Wellbeing update by Kate Tandy: an update on wellbeing matters and progress of School Impact Award. Results of Staff Survey, Autumn 2024</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 once the action points had been discussed.</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:</p> <p>Adaptive teaching: Work is underway (update provided in AML's report to governors).</p> <p>Attendance: AH was pleased to note how well the school is doing compared to other schools in the county. The Principal acknowledged the work of the attendance team in order to keep attendance as low as possible.</p> <p>Careers Standards Award: This has recently been awarded to our CEIAG team.</p> <p>The Lantern: A student-led provision which is due to open shortly.</p> <p>AH informed governors that Chris Gratton has been appointed as Assistant Principal from September 2025. This role will focus on areas of student experience such as EVC, CEIAG, PSHCE, transition events, enrichment. There are also slight changes in responsibilities within the SLT group.</p> <p>Sixth Form Culture Day was a brilliant and inspiring event.</p> <p>Handover meal was a fantastic evening.</p> <p>Brief update provided on building works around the school.</p> <p>Action: Chair of Governors to write a letter of thanks to the attendance team</p> <p>Action: KMT to share Careers Standard report with governors</p>

4.	Governance reports
	<p>4.1 Behaviour report (KMT)</p> <p>KMT provided an update on The Big Conversation: Home/school agreement is being refreshed to give students more insight about how we deal with behaviour. Heads of Year, Diversity and PSHCE teams will meet to form a strategic plan moving forward to share with students so they are part of the process.</p> <p>Behaviour Report: Headlines are suspensions are tracking slightly lower. There has been a shift in suspensions within the disadvantaged cohort. Recognition and positive logs; these are higher than ever and have been celebrated in assemblies. However, call outs have sharply increased. A discussion over increased suspensions in the PP cohort will be scheduled between AN and KMT in near future.</p> <p>The Lantern is nearing completion and will serve as a careers hub during the day.</p> <p>Received our School Impact Award certificate for careers team and we are making progress with the student and staff wellbeing impact wards. Work is underway with legacy awards and citations are being written.</p> <p>4.2 Data report (AH)</p> <p>Analysis of Easter school: a record number of student attendance. Culture of over two-thirds of students attending extra tuition is significant. Ratings from students were extremely positive and shows an improvement on last year. A few teachers got “heroic” ratings from our students. Ther were some lovely comments from students. There is a good range of interventions for Year 11. Unfortunately, the gap between PP compared with rest of cohort does show a big gap.</p>
5.	Governor visits
	<p>LM had recently attended the school but part of the visit will require a meeting with AN to conclude the visit report. This will be arranged shortly.</p> <p>AH said that the governor visits to focus on staff wellbeing as part of the Departmental Health Check are yet to be scheduled. There will be 2 visits: PE and Science. Dates will be sent out in due course.</p> <p>Action:</p> <p>Meeting with AN to conclude governor visit report - LM</p> <p>Dates to be sent to governors for Departmental Health Check (staff wellbeing) visit - Clerk</p>
6.	Policies for approval
	<p>Discussion on policy changes/updates.</p> <p>Exams Policy: Governors approved the policy.</p> <p>Supporting students at school with medical needs: Governors approved the policy.</p>
7.	AOB
	Date of next meeting: 7 July 2025