

HINCHINGBROOKE SCHOOL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on Thursday 5th March 2020 at 7pm,
Chapter House, Hinchingbrooke School

Present

Governors:

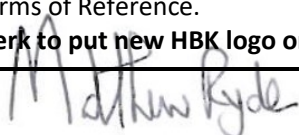
Mr Matthew Ryder (MR) - Chair of Governors,
Mr Mark Coles (MC) - Vice Chair of Governors
Mr Mark Patterson (MJP) - Principal/Governor
Mr John Brown (JB) - Foundation Governor
Mr Paul Askew (PA) - Co-opted Governor
Mrs Emma Leach (EL) - Co-opted Governor
Mrs Vicky McGregor (VM) - Co-opted Governor
Mr Steve Fidler (SF) - Staff Governor

In attendance:

Miss Anna Nightingale (AN) - Vice Principal
Mr Simon Cooke (SAC) - Vice Principal
Mrs Kate Tandy (KMT) - Vice Principal
Mrs Debbie Warner (DW) - Clerk to the Governors

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| 1. | Apologies for absence |
| | Apologies were received and accepted from Mr Alan Winchcombe and Mr Brad Panther. |
| 2. | Declarations of Interest |
| | Mr Paul Askew - Trustee of OLT. |
| 3. | Chair's opening remarks |
| | The Chair welcomed MJP to his first meeting since his appointment as Principal of Hinchingbrooke School. |
| 4. | To approve the minutes of the meeting held on 10th October 2019 |
| | <p>Governors scrutinised the minutes from the last FGB and agreed they represented an accurate record of proceedings. Action points from the meeting were discussed:</p> <p>4. Artsmark update to be put on future agenda <i>The clerk confirmed a further update is scheduled for 13 07 20</i></p> <p>7.2 Steering Committee Terms of Office to be updated and circulated to governors <i>Updated and received by governors</i></p> <p>7.3 Determine Chair of C&S Committee <i>PA to continue as Chair of C&S Committee until the end of the school year</i></p> <p>7.4 Governor safeguarding training to be rescheduled <i>2 further training sessions have been scheduled for governors</i></p> <p>7.4 Online training opportunities to be sent to governors <i>The clerk continues to send training opportunities</i></p> <p>8. Governor skills audit to be put on agenda 05/03/20 <i>Audit forms completed and submitted by governors</i></p> <p>9. C&S Committee reports to be added to agenda 05/03/20 <i>Discussion point 9.5</i></p> <p>9. D&W Committee reports to be added to agenda 05/03/20 <i>Discussion point 9.5</i></p> <p>Minutes were signed off by the Chair.</p> |
| 5. | To approve amended Steering Committee Terms of Reference |
| | <p>These had been reworded to reflect the streamlining of responsibilities. Governors were in agreement with the revised Terms of Reference.</p> <p>Action: Clerk to put new HBK logo on document</p> |

Signed:



Date: 21/05/2020

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| 6. | Matters arising (not covered elsewhere on the agenda) |
| | No matters arising not covered elsewhere in the agenda. |
| 7. | To provide strategic leadership |
| | <p><u>7.1 To report on the Performance Management Review</u> AN confirmed that the annual Performance Management process had taken place. Decisions on applications for threshold went through uncontested. AN added that interim reviews took place in February. Lesson observations have been postponed and replaced with drop ins. The second round of lesson observations will occur later in the year. The Chair confirmed that the Principal’s Performance Management (previous Principal Andrew Goulding) was undertaken by the Trustees in the Autumn term. The Principal informed governors that, going forward, his Performance Management Review will be undertaken by the CEO of the Trust, together with the Chair of Governors, as per the Scheme of Delegation/Terms of Reference. The Principal added that his immediate key priorities are to deliver the SDP and prepare the school for the next Ofsted inspection.</p> <p><u>7.2 To confirm committee membership and governor responsibilities (Chair)</u> The Chair updated governors on vacancies/key responsibilities for 2019/20. A recent meeting between The Principal, Chair and Vice Chair confirmed a need to recruit further governors. The Principal added that the Scheme of Delegation will permit up to 6 co-opted governors and 3 parent governors. There is, therefore, scope for at least 2 new governors. Action: Clerk to prepare advertisement for 1 co-opted and 1 parent governor</p> <p><u>7.3 To confirm frequency of meetings of the full governing body and sub-committees (Chair/Principal)</u> The Chair informed governors that, with effect from September 2020, a different model for governor meetings will be implemented. All governor business will be conducted in the same meeting with no separate sub-committees. It is anticipated that the number of full governing body meetings will be increased to 5/6 per academic year. Q: A governor remarked that sub-committee meetings provide the opportunity to focus on particular areas in great depth which may be lost in a wider meeting. A: The Principal responded by assuring the governing body that an increased number of meetings in the year will provide the opportunity to focus on areas which would normally be scrutinised by the sub-committees. The Chair informed governors that there will be a need to carefully plan when these meetings happen throughout the year. Action: Principal/Chair/Vice Chair to meet and bring a proposal on the new structure to the next full governing body meeting</p> |
| 8. | Governor Skills Audit (Chair) |
| | <p>The Chair thanked governors for completing and returning the skills audit. The findings from the audit had been circulated prior to the meeting. The Principal was pleased to note that there was a very good range of expertise with very few gaps but there is a need for additional capacity. The Chair remarked that the audit will help inform the LGB of any additional skills needed when recruiting new governors. Q: A governor remarked that the exercise was useful in determining the skills of the governing body but could be extended by a self-evaluation of the effectiveness of the governing body and how these skills are being applied. This would be particularly useful if the governing body model is being changed next year. A: The Principal advised that this would be a useful annual check for governors to do but priority should be given to ensuring governors are prepared for Ofsted and fully understand the school’s SEF and SDP. Both the Chair and Principal agreed that evaluation of effectiveness of the governing body should be built into the annual cycle for governors. Action: Clerk to complete and re-circulate audit report to governors/add governor self-evaluation to annual cycle</p> |
| 9. | To ensure accountability of the SLT for the educational performance of the school |
| | <p><u>9.1 To receive the Principal’s report (Principal)</u> Governors confirmed they had reviewed the document before the meeting. The Principal referred to the SDP, informing governors that a smaller number of priorities is likely to be the model for next year. Governors will be updated on areas of the SDP at full governing body meetings with challenge provided by governors.</p> |

Q: Priorities, KPI's, Actions, Progress – how does this fit with Intent, Implementation and Impact?

A: The Principal explained that Intent, Implementation, Impact refers to the curriculum only. The SDP for next year will be in a different format.

The Principal referred to the draft SEF which had been populated by SLT and, completed in consultation with the Ofsted handbook, indicates the school as 'good'. Curriculum, being a 2-year KS3, and Sixth Form are two areas that The Principal thought may be focus areas for Ofsted. Other items contained in the appendices of the report were discussed: attendance figures, school roll, exclusion data and staffing updates/changes. The Principal added that recruitment was going well but did express concern over the need to find 3 DT Teachers for next year.

Q: Are there any issues in the DT department?

A: The Principal believed the reasons for the vacancies to be genuine: retirement, maternity leave. Concern is related to the general lack of teachers in this area.

Q: If challenged by Ofsted on issues such as 2-year KS3 and Sixth Form, how is the governing body able to provide quality answers on what is being done to address any issues?

A: The Principal advised governors that reference to the SEF and SDP are essential. The sub-committees are presented with detailed data with regular attendance by key staff, such as Head of Sixth Form, which provides valuable information to governors.

Q: A governor noted that GCSE RPE in Year 10 is a positive, giving students a trial run at a GCSE exam. How will this be affected if there is a change to length of KS3?

A: This Principal explained that changing to a 3-year KS3 is likely to affect the Y10 RPE exam and will need further consideration if the model changes.

9.2 Ofsted preparation (Principal)

Covered in the Principal's report.

Q: A governor asked how the Blueprint for Success document aligns with the SEF and SDP?

A: The Principal informed governors that the document was written with a proposed merger in mind and is valuable for larger Trust models. Much of the content will still be relevant along with a clear vision, mission, SDP and SEF.

9.3 To review progress on the SDP

Governors had reviewed the document before the meeting and The Principal invited comments from governors.

Q: A governor asked what Rosenshine's Principles are?

A: SAC explained that it is a framework based on teaching principles and accepted as excellent practice for sharing best practice. Different aspects of pedagogy are addressed over the year.

Q: RAG rating shows some red areas; are there any concerns that objectives may not be achieved?

**A: The Principal responded by informing governors that, although SEND provision has improved tremendously since the Trust SENDCo Rebecca Berton joined last year, there is still a significant amount of work to do in this area; this will feature in next year's SDP. Some areas around achievement (Sixth Form, German) are also a concern. Well-being is making good progress under KMT's leadership.
A governor acknowledged the significant amount of work being undertaken by Rebecca Berton to improve standards in SEND.**

9.4 To review the SEF

The Principal informed governors that the document has been based on the Ofsted handbook in order to provide clear evidence of the judgment of 'good' and the school's data supports this. Disadvantaged has improved significantly from last year and evidenced in the SEF. The Chair said there was many aspects in the document to feel encouraged about.

9.5 To receive committee reports

9.5.1 Curriculum & Standards - 02/10/19 (PA)

Results analysed in detail. Overall performance is positive and encouraging. Data confirms KS4 is heading in the right direction.

9.5.2 Curriculum & Standards - 12/02/20 (PA)

Focus on disadvantaged students with update from Charlotte Newman and Emily Parkes. Evidence of effective strategies in closing gaps.

Policies reviewed: Assessment & Marking, Examinations, Post 16 Progression (approved by governors)

9.5.3 Development & Welfare - 14 11 19 (JB)

LSCB audit signed off. Received Support Services report and evaluation on MyConcern reporting. Performance Management update and progress against SDP reviewed.

Policies reviewed: Safeguarding Policy, Drugs Policy, Admissions Policy (approved by governors)

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| | <p>Plans reviewed: Accessibility Plan, Lockdown Plan <u>9.5.4 Development & Welfare 27 02 20 (JB)</u> Attendance report for Spring 2019/20 provided by the Attendance Officer. Update received on exclusion figures. Parental survey having positive results compared to national figures. CEP provided update on pastoral training programme. Feedback from safeguarding visit. Policies reviewed: Alternative Provision Policy (approved)</p> <p><u>9.6 To receive reports on governor visits</u></p> <p><u>9.6.1 English 04 02 20 (PA)</u> Very positive visit. Clear vision and planning was evident. Governors accompanied teachers on learning walks and had the opportunity to speak with staff. Conclusion: Strong leadership, teaching is innovative and connectedness is evident across years 7-13. Governors acknowledged a shortage of staff in the department. The Principal added that a key appointment in English has been made since the visit.</p> <p><u>9.6.2 SMSC/FBV/PSHCE (KMT)</u> A full written report will be available at the next meeting. KMT provided verbal update to governors: significant changes to PSHCE with new coordinator in place. Development plans regarding PSHCE in sixth form are in place. Ensuring enough diversity in SMSC is embedding. Local issues, pertinent to our students, to be introduced. KMT thanked governors for their useful and positive feedback during the visit.</p> <p>Action: Principal to pick up action points from governor visits with SLT and report back to governors</p> |
| 10. | AOB |
| | <p>The Principal informed governors that a staff working party has been set up to review the shape of the school day. It is currently in the early stages but will report any developments to governors. The Chair reminded governors of a further safeguarding training session on 12th March, 7pm, Chapter House.</p> |
| 11. | To confirm date of the next meeting |
| | <p>Thursday 21st May 2020, 7pm, Chapter House <u>5.30pm Via Microsoft Teams</u></p> |

Meeting closed at 9pm

Full Governing Board Meeting: Action Table following Minutes of the Meeting held on Thursday 5th March 2020

| Item | Action | By Who | By When | Date Completed |
|-------------|---|------------------------------------|--------------------------|-----------------------|
| 5. | Steering Committee Terms of Reference Clerk to put new HBK logo on document | Clerk | asap | |
| 7.2 | To confirm committee membership and governor responsibilities Clerk to prepare advertisement for 1 co-opted and 1 parent governor | Clerk | asap | |
| 7.3 | To confirm frequency of meetings of the full governing body and sub-committees Principal/Chair/Vice Chair to meet and bring a proposal on the new structure to the next full governing body meeting | Chair/ Vice Chair/ Principal | Next meeting 21 05 20 | |
| 8 | Governor Skills Audit Clerk to complete audit and re-circulate to governors Self-evaluation for governors to be added to agenda | Clerk Clerk | asap Annually | |
| 9.3 | To receive reports on governor visits Pick up action points from governor visits and report back to governors | Principal | Next meeting 21 05 20 | |