



**HINCHINGBROOKE SCHOOL GOVERNING BODY**  
**Minutes of the Full Governing Board Meeting held on Thursday 11<sup>th</sup> October 2018 at 7pm in the**  
**Chapter House, Hinchingsbrooke School**

**Present:**

**Governors:** Mr Matthew Ryder (Chair of Governors) (MR)  
Mr Andrew Goulding (Principal) (AEG)  
Mr Mark Coles (Vice Chair) (MC)  
Mr Andy Rankine (AR)  
Mr John Brown (JB)  
Ms Anne Eardley (AE)  
Mrs Vicky McGregor (VM)

**In attendance were:** Mr Simon Cooke (Vice Principal) (SAC)  
Miss Anna Nightingale (Vice Principal) (AN)  
Mrs Debbie Warner (Clerk to the Governors)

**Absent:** Mr Steve Fidler

<b>1. Apologies for Absence</b>	Apologies of absence were received and accepted from Paul Askew, Alan Winchombe and Andrew Hobley.
<b>2. Declarations of Interest</b>	None.
<b>3. Elections</b>	The Chair and Vice Chair of the LGB were elected at the last LGB meeting in July. At the C&S Committee meeting on 3 <sup>rd</sup> October, Paul Askew (PA) and Andy Rankine (AR) were elected as Chair and Vice Chair of C&S Committee respectively. Chair and Vice Chair of D&W Committee to be elected at the next Committee meeting in November.
<b>4. To approve the minutes of the last meeting</b>	The minutes of 9 <sup>th</sup> July 2018 were circulated in advance of the meeting and were considered to be an accurate record of proceedings. They were signed off by the Chair after confirmation that all action points had been completed.
<b>5. Matters arising</b>	None.
<b>6. To complete register of pecuniary interests</b>	Pecuniary interest forms were completed by governors present and the clerk to circulate forms to governors who were not at the meeting.
<b>7. To provide strategic leadership</b>	<p><u>7.1 To adopt the Academy Code of Practice and Standing Orders</u> MR referred to the two Local Authority documents which had been circulated ahead of the meeting. The clerk circulated a sheet for Governors to read and sign to confirm they accept the Code of Conduct. Governors had read the Standing Orders and MR confirmed that the LGB were formally adopting both documents.</p> <p><u>7.2 To agree Terms of Reference and Powers of Delegation to Committees</u> MR reported that Terms of Reference had been discussed at both the Steering and C&amp;S committee meetings but the D&amp;W was yet to meet. Vice Principal title to be confirmed as Vice Principal (Achievement) for C&amp;S and Vice Principal (Behaviour &amp; Welfare) for D&amp;W.</p>

Signed:  
Date:

*Matthew Ryder*  
20th March 2019

Referring to the Steering Committee Terms of Reference, MR queried whether the Chairman is required to produce a written report before each LGB. It was agreed that this was not applicable for the Steering Committee. Replace Chairman with Chairperson on all Terms of Reference. Terms of Reference to have minor amendments made and presented again at the next LGB meeting.

#### 7.3 To confirm Committee Membership and Governor Responsibilities

MR informed governors there is a vacant role for CEIAG link governor. AEG advised that this was an area of focus in the school this year and, although it is not a statutory requirement, would be beneficial to have a governor to cover this area. AR agreed to do this.

Ms Anne Eardley (AE) agreed to be link governor for training. AE to coordinate governor training and the clerk to send training opportunities to AE. AE and MR agreed to liaise once a term regarding training.

Mark Coles (MC) to be link governor for finance. MC to liaise with Paul Fenney (Chair of Finance for the Trust) regarding MAT finances.

Matthew Ryder agreed to be Artsmark link governor.

Clerk to update and circulate the committee membership and governor responsibilities document.

#### 7.4 To confirm Governor Training

MR confirmed that the first governor training session in November is on safeguarding.

AE suggested that, at some point, it might be useful for governors to receive training on special needs in order to raise awareness of the different needs across the school and how children are tracked. AR thought governors could receive training on o365 at one of the future training sessions this year.

All suggestions on governor training should be fed through to AE.

AE to liaise with the clerk to ascertain previous training undertaken by governors.

### **8. To ensure accountability of the SLT for the educational performance of the school**

#### 8.1 To receive headline exam results for Summer 2018

Anna Nightingale (AN) gave governors an overview of the summer exam results which had previously been discussed in more detail at the C&S Committee.

She informed governors that it had been the first year of the new exams.

Nationally results in English were slightly down slightly up in Maths. However, Hinchingsbrooke was the other way round. 2 weekly meetings between the Heads of Maths and English taking place to try to improve the match between English and Maths.

Hinchingsbrooke students took RPE GCSE in Year 10 which unfortunately did not count in the league tables.

AN was happy to report that 102 grade 9s were achieved which is nationally higher.

Progress 8 figure will not be released until the end of October but it is expected to be positive.

Hinchingsbrooke students did better in all measures (with the exception of Maths) against the PiXL family which compares data from 2,000 schools. This is also the same for the results from SISRA.

AN informed governors that unfortunately, as expected, the Disadvantaged gap opened but added that a lot of work is going on with these students. AN is liaising with Matthew Pinder (Pupil Premium Lead) and strategies have already been put in place including arrangements to visit schools that are successful in this area, setting up an aspiration group and other interventions.

AN informed governors that there is a gender gap issue with girls outperforming boys in all subjects (with the exception of Maths). Closer tracking and implementing different interventions is already in hand.

SEND-K student numbers are far too low and identifying these students is a priority.

Cohort of 44 students in Health & Social Care had papers re-marked and, out of 44 students, 38 had a change in their mark, some changing by 2 grades resulting in a jump from 29.5% at A\*-C to 65.9% at A\*-C.

Other success subjects were German, French, B/Tec Dance, GCSE Music, B/Tec Sport, Business, Astronomy, Sciences, RPE, Textiles.

Drama, Resistant Materials and PE are not making enough progress and continue to be a concern.

Art had disappointing results this year.

AN also provided an update for KS5 stating that A Level results were much better but not yet where they should be. A significant amount of work has been done already in improving low performing teams and subjects.

AN advised there are now more rigorous expectations for the Sixth Form in terms of dress code, attitude, private study, behavior in lessons and attendance with a number of strategies in place.

MR thanked AN for the very thorough report.

#### 8.2 To receive the Principal's Report

AEG thought the term had started well.

For the recent open evening, the school looked splendid with all departments putting on a fantastic show.

Student tour guides were great ambassadors for the school.

Performance Management has started well with clear expectations for upper pay spine teachers to contribute to whole school development.

AEG confirmed that Sixth Form still continues to be a focus and reiterated AN's earlier comments that, although results were much improved, there is still work to do. Kate Moyes, who was recently appointed as Deputy Head of Sixth Form, has made a very good start. John Hartley will be supporting Sixth Form again this year. A rigorous programme is in place building on work done in the Sixth Form last year.

AEG informed governors that there a few members of staff on long term absence.

The SEND team has recently been restructured but unfortunately the very experienced Trust SENDCo is leaving after October half term and a replacement is currently being sought. A Trainee SENDCo, Charlotte Burnell, has recently been appointed together with a SEND Administrator, Alex Scott.

AEG informed governors that the refurbishment of the Old Middle School Dining Room is now complete and providing an excellent facility for SSOs. SAC added that the Blue Room was proving to be a huge success and parents are on board with this facility for students who need to be isolated. To be discussed further at the next D&W Committee meeting.

New signage showing the ACES branding is now in place around the school and looks very smart.

AEG informed governors of the proposals for the A14 which will impact the school with a major intersection close to the school and made them aware of the URL link showing visual plans.

AEG also updated governors on the new office for the Data Team and staff room upgrade which the Site Team are currently working on.

Governors thought it would be useful for the Finance Director of the MAT to provide an overview of the finances for inclusion in future Principal's reports.

#### 8.4 To confirm focus for Governor Visits

MR advised governors that 3 themes have been selected for visits this year with PE on 15/11/18, Maths on 20/03/18 and Sixth Form on 08/05/18. There are 3 confirmed governors to cover each visit.

#### 8.5 To receive Committee Reports

MR thanked PA for the prompt completion of the Committee Report for C&S. AR went through the contents of the report. AN informed governors that the 2016 figures for KS4 are not the same type of exams and are therefore not comparable. MR to contact PA to thank him for the quick turnaround and update him on comments regarding KS4 figures.

#### **AOB**

AR provided an update regarding the MAT finances confirming that Hinchingsbrooke had a surplus £104k, HBK Leisure a surplus of £33k and HSSP had a surplus £30k.

To confirm the date of the next meeting as **Thursday 7<sup>th</sup> March 2019, 7pm**

The Chair thanked everyone for attending and the meeting was closed at 8.30 pm

Full Governing Board Meeting: Action Table following Minutes of the Meeting held on 11<sup>th</sup> October 2018

Item No.	Action / Decision	By Who	By When	Date Completed
6.	Circulate forms to register pecuniary interests to governors not present at meeting	Clerk	asap	
7.2	Amend Terms of Reference and circulate at next LGB <i>Vice Principal to change to Vice Principal (Achievement) C&amp;S</i> <i>Vice Principal to change to Vice Principal (Behaviour &amp; Welfare) D&amp;W</i> <i>Chairman to be replaced with Chairperson throughout</i> <i>Steering committee - remove Chairman is required to produce a written report before each LGB</i>	Clerk	Next LGB (07/03/19)	
7.3	Update and circulate the committee membership and governor responsibilities document	DW	asap	
7.4	MR/AE to liaise re: governor training	MR/AE	Once per term	
7.3	Training updates to be sent to AE	Clerk	Ongoing	
8.3	MR to thank PA for C&S Committee report	MR	asap	