



MEETING OF THE LOCAL GOVERNING BODY

Minutes of the Full Governing Committee Meeting held on
Monday 9 December 2024 at 5.30pm, Room 136

Governors: Mr Mike Shaw (MC) – Chair, Mr Alan Winchcombe (AW) – Co-opted Governor, Mrs Vicky Stanley (VS) – Parent Governor, Mrs Lynne Milton (LM) Parent Governor, Mr Gary Moss – Vice Chair, Parent Governor, Miss Lucy Inskip – Foundation Governor, Mr Steven Ragdale (SR) - Staff Governor, Mr Stuart Nunn (SN) - Staff Governor

In attendance: Mr Matthew Pinder (MIP), Miss Anna Nightingale (AN), Mrs Debbie Warner (DW) - Clerk to the Governors

Pre meeting: Governors attended face to face safeguarding training delivered by Tony Heath, DSL

1.	Opening Business (Chair)																											
	<p>1.1 Welcome, apologies and declarations of interest: Apologies of absence were received from Vicky McGregor and Kate Tandy. The Clerk confirmed there were no conflicts of interest to note.</p> <p>1.2 Membership: The Chair welcomed Victoria Stanley as the recently elected Parent Governor and governors introduced themselves and current membership/link governor responsibilities were confirmed.</p> <p>1.3 Business referred from the Trust Board: The Chair noted that the CEO of ACES Academies was scheduled to attend the meeting. However, safeguarding training had taken place prior to the LGB meeting and it was agreed that it would be more timely for the CEO to attend the next meeting when there should be a more valuable update on the proposed merger plans.</p>																											
2.	Minutes of the previous meeting, actions and matters arising (Clerk)																											
	<p>The minutes of meeting of 7 October 2024 were deemed to be an accurate account of proceedings and were signed off by the Chair.</p> <p>Action points from meeting of 7 October 2024 were discussed:</p> <table><tr><td>Arrange safeguarding/SEND governor visit</td><td>Autumn term</td><td>VM</td><td><i>Outstanding</i></td></tr><tr><td>Notify governors who have not completed their KCSIE training</td><td>Asap</td><td>Clerk</td><td><i>Completed</i></td></tr><tr><td>Arrange face to face safeguarding training - delivered by AJH</td><td>Next meeting</td><td>Clerk</td><td><i>Completed</i></td></tr><tr><td>Arrange wellbeing governor visit</td><td>Autumn term</td><td>LM</td><td><i>Completed</i></td></tr><tr><td>Arrange aspiration governor visit</td><td>Spring term</td><td>AN</td><td><i>Spring Term</i></td></tr><tr><td>Approved policies to be circulated to staff/uploaded to website</td><td>Asap</td><td>Clerk</td><td><i>Completed</i></td></tr></table>				Arrange safeguarding/SEND governor visit	Autumn term	VM	<i>Outstanding</i>	Notify governors who have not completed their KCSIE training	Asap	Clerk	<i>Completed</i>	Arrange face to face safeguarding training - delivered by AJH	Next meeting	Clerk	<i>Completed</i>	Arrange wellbeing governor visit	Autumn term	LM	<i>Completed</i>	Arrange aspiration governor visit	Spring term	AN	<i>Spring Term</i>	Approved policies to be circulated to staff/uploaded to website	Asap	Clerk	<i>Completed</i>
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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>Anneli Lombard (Assistant Principal for Teaching & Learning) is doing a lot of work on M&E processes with a more rigorous system of learning walks and drop ins.</p> <p>Weekly staff briefings are well attended and provide excellent opportunity to communicate current priorities and foci to the team.</p> <p>Applications for places at the school: 695 applications for 350 spaces this will result in many out of catchment children being unable to join their preferred school.</p> <p>Recruitment for a new Assistant Principal (student experience) has taken place. AH thanked The Chair for his contribution to the process. Chris Gratton (currently Head of Maths) has been successful and will take up the post in September 2025.</p>																											

Signed:

Date: 17 Mar 25

5.	Surveys
	<p>The Principal noted the excellent analysis contained in the staff, student and parent/carer surveys. Headlines are that satisfaction levels are extremely high among all stakeholders with a significantly number of responses than in previous surveys. Overall, the three surveys suggest there is much to celebrate in terms of progress and satisfaction across the board. An increase in positive responses with questions relating to behaviour, safety and feeling proud of being a member of the school. It was noted that in the staff survey, it is the middle leaders that tend to be slightly less positive than other members of staff. The students' survey also saw a record number of positive responses. Again, parents/carers responses were up significantly with 87% recommending the school. There is a small but significant number of students who responded negatively to questions on bullying and whether the school dealt with the issue and there is some work to do here to clarify "bullying". Also less positive was questions relating to high needs and SEND provision. The Principal informed governors that he has arranged a meeting with SEND and Assistant Principal for Teaching and Learning about identifying the 5 key approached to students with SEND.</p> <p>Questioning/challenge:</p> <p>Q: A governor noted the wide range of behaviour that is labelled as "bullying" which can sometimes be about difficult friendships through to much more serious issues. Perhaps the school could do some work with students to correct each other rather than it be teacher led.</p> <p>A: In the past, sixth formers have taken a key role in this area and will be considered as we focus on this. The Principal said it is key that students are able to reflect on their behaviour. The Chair said there was much to celebrate from the survey and read out a selection from the very many impressive responses.</p>
6.	Governor visit report (LM)
	<p>Governor visit on wellbeing by Lynn Milton:</p> <p>LM informed governors that the purpose of the visit was to find out the goals around staff wellbeing and how these are measured. A HBK Wellbeing website page is intended to capture activities to promote wellbeing, communicate results of the staff wellbeing surveys and proposed actions to address concerns. Challenges are keeping this site updated and supporting staff to visit the site. The school is currently working towards a School Impact Award. The Staff Wellbeing Award framework consists of 8 benchmarks of best practice that make up this award. Each area has an action plan and evidence that the plan is effective. HBK try hard to accommodate flex-time requests which are usually possible. Areas of development are improving on an already good foundation.</p> <p>For the governing board to consider: Could the governing board review the reports that are required for meetings so that staff use time effectively to produce only what is helpful and required? Give consideration to how much work is expected to prepare for each meeting.</p> <p>In Summary, many good plans are already in place and others developing. Gathering feedback, evidence to ensure that these measures meet the desired goal will help HBK leaders/ governors know how effective they are.</p> <p>ACTION: DASHBOARD TO PROVIDE HEADLINES IN REPORTS</p>
7.	SEF (AH)
	<p>AH presented SEF to governors in different format which has been taken from ASCL recommended template. Contributions have come out of recent SLT meetings. On reflection of the SEF and the supporting documentation from senior leaders, it was The Principal's thoughts that the school is close to being an outstanding school. Additionally, he has arranged an external review of the school which will happen in January 2025. He added that the SEF is a general document and not all of details will be included in the document but it will be shared with governors areas and highlight areas of improvement.</p> <p>Questioning/challenge:</p> <p>Q: A governor asked what the next steps are for the school which would see the school move from good to outstanding as a lot of the input from the SEF is subjective.</p>

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