

HINCHINGBROOKE SCHOOL GOVERNING BODY

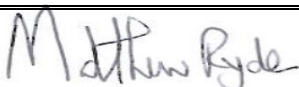
Minutes of the Full Governing Board Meeting held on
Monday 17 May 2021 at 5.30pm, via Zoom

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
Mr Alan Winchcombe (AW) - Co-opted Governor (from 6.15pm)
Mrs Vicky McGregor (VM) - Co-opted Governor
Mrs Emma Leach (EL) - Parent Governor
Mr Mike Shaw (MS) - Parent Governor
Mr Chris Woodbury (CW) – Staff Governor
Mr Brad Panther (BP) – Staff Governor
- In attendance:** Miss Anna Nightingale (AN) - Vice Principal
Mr Simon Cooke (SAC) - Vice Principal
Mrs Kate Tandy (KMT) - Vice Principal
Mr Chris Pape (CEP) – Assistant Principal (from 6.30pm)
Mrs Debbie Warner (DW) - Clerk to the Governors

1. Apologies for absence	
	There were none.
2. Declarations of Interest	
	There were no new declarations of interest.
3. Elections/Resignations/Vacancies	
	There were none to report.
4. To approve the minutes of the meeting 1 March 2020	
	Governors confirmed that the minutes represented a true account of proceedings and were therefore approved.
5. Matters arising not covered elsewhere on the agenda	
	<p><i>Alan Winchcombe joined the meeting</i></p> <p>The outstanding action points of the last meeting were discussed:</p> <p><u>Item 6.1</u> Finance report to be presented at the next meeting – covered in item 6.2</p> <p><u>Item 6.2</u> Governors to feedback on RSE policy & recirculate for approval – The clerk confirmed that the policy has been updated after governor feedback, approved by governors electronically and is on the school's website</p> <p><u>Item 6.4</u> Governors to form part of sixth form interview panel – The clerk confirmed that a good response had been received from governors and the Head of Sixth Form is currently working on the itinerary</p> <p><u>Item 6.4</u> Arrange governor visit to sixth form – being progressed by SAC</p> <p><u>Item 6.10</u> Dates to be circulated to governors for sixth form visit – being progressed by SAC</p> <p><u>Item 6.11</u> Self-evaluation survey to be discussed further – covered in item 6.9</p>
6. To ensure accountability of the SLT for the educational performance of the school	
	<p><u>6.1 Principal's Report (MJP)</u></p> <p>The report had been made available to governors prior to the meeting and governors confirmed they had read the report. The Principal highlighted the key points from his report and governors had the opportunity to raise questions on the report.</p>

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	<p>Challenge/questioning:</p> <ul style="list-style-type: none"> - A governor was pleased to note that attendance figures looked positive - KMT informed governors that the pastoral team had been very pro-active and working closely with Heads of Year to raise awareness of expectations - The Chair thanked the Principal for the comprehensive update and noted it was encouraging to hear that the return for students had gone smoothly and the high levels of engagement were impressive - The Chair was pleased to hear that the school has recruited a very experienced SENDCo which is likely to be a positive appointment
7.	<p>To receive a budget report (MJP)</p>
	<p>The Principal provided governors with a budget update which had been produced by the Finance Director of the Trust. Governors had received the report prior to the meeting. The Principal reported the headlines contained in the report.</p> <p>Challenging/questioning:</p> <ul style="list-style-type: none"> - A governor queried the reference in the report regarding a new sixth form - The Principal confirmed that the Trust has bid for construction of a new sixth form and the outcome is not yet known - The Principal informed governors of other current bids which includes a new roof on the middle school building - A governor referred to the school's need to increase the PAN due to financial pressures. However, the report indicates an underspend of £150,000 and Trust reserves are sufficiently high - The Principal explained that the forecast looks better due to the financial savings made during the pandemic. He added that the PAN can be considered annually - A governor referred to the statement in the report of a significant underspend where some of this will be spent on servers and wi-fi across the sites; will this be in this year's plans? - The Principal confirmed that this will be spent this year but there could still be a change to the surplus by the end - A governor remarked that the report was very useful
8.	<p>School Development & Recovery Plan update (MJP)</p>
	<p>The Principal advised governors that the School Development and Recovery Plan is a standing item on the agenda and will highlighted the areas of progress since the last LGB meeting. Updates have been made to HAT, quality of teaching, curriculum, students' behavior for learning and student progress and attainment.</p> <p>Challenging/questioning:</p> <ul style="list-style-type: none"> - A governor commented that the linkage between the SEF and SDP does not evidence some of the positives going on in the school such as subject linking in curriculum - The Principal explained that some of the "good news" stories do not appear in the SEF due to the updating cycle of the document; the SDP has been updated in the last couple of weeks - A governor asked about the school's plan to get vocational subjects to distinction; how big a step is this? - AN informed governors that the poor performing subjects have been taken out of the school's vocational offer and would expect to be hitting targets from next year - The Chair asked about the priorities around behavior and noted there has been progress in this area and asked the Principal to elaborate on the update contained in the SDP - The Principal said that this remains a priority although, this year, some actions have been different to the original plan. He added that September 2021 will present an opportunity for a major re-set where behavior will be a main focus - KMT added that the students' behaviour has been remarkable given the circumstances and students have coped well with remote learning and lockdown. On their return to school, lots of new measures have been in place. September is an opportunity to return to some sort of normality with new expectations and whole year group assemblies will be key to help hold the student body together. - A governor noted that this is also supported in the survey (to be discussed in agenda point 9) being the biggest jump that the perception of students behavior improving <p>ACTION: MJP/VPS TO REVIEW CYCLE OF SEF UPDATE TO COINCIDE WITH SDP</p>

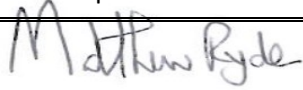
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M. Matthew Ryde

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	<p>The Principal updated governors on the recovery plan with updates made to safeguarding, plans for resuming school – full reopening in March, mental health & wellbeing; pastoral programme, communication with parents and carers, curriculum provision during pandemic, remote learning provision.</p> <p>Challenging/questioning:</p> <ul style="list-style-type: none"> - A governor asked if the school will continue to plan for remote learning provision - The Principal informed governors the school will continue to provide a provision of blended learning - A governor remarked that it would be helpful to specify reasons for ambers and red in the box to the right-hand side - A governor thought a bit more detail around the expectations from amber and red levels would be useful for the LGB - The Principal said he will try to accommodate this <p>The Chair thanked the Principal for the thorough update.</p> <p>ACTION: PROVIDE LEVEL DEFINITIONS/EXPECTATIONS FOR RED AND AMBERS CONTAINED IN THE REPORT MJP/VPS</p>
9.	To receive a Behaviour/Pastoral report (KMT)
	<p>KMT updated governors on exclusion and blue room episodes, advising governors that they were initially low due to lockdown. It is expected that last year’s figures will be exceeded, likely to be as a result of a small number of students who have experienced a lack of routine during lockdown resulting in a deterioration in behavior. Recent reasons for exclusions have been more varied whereas post first lockdown, exclusions were for mostly physical altercation. KMT informed governors that work is ongoing with disadvantaged students to ensure gap does not widen. KMT updated governors with the aims for the September reboot: the school will be clamping down on language and looking at the one school rule of respect and linking this to lessons on kindness. The senior pastoral team are analyzing behaviour of strength and areas for development within the school.</p>
9.	Update on Student Leadership
	<p>CEP provided governors with a booklet providing detailed information on the Student Leadership initiatives and provided a verbal update of the key points. He acknowledged the strong pastoral staff employed at the school. He added that working remotely had provided some time to plan on areas of focus. Booklets have been produced on all areas of pastoral support. Reps and Form Captains have been implemented via a robust interview process and Year 13 students will have an opportunity to move into the Captain role to inspire students throughout the school. Year 12 students will have the opportunity to develop their leaderships skills through the Ambassador Programme derived from the success of the House Leadership programme. All forms will have Reps who feedback to members of staff and House Team for student voice.</p> <p>Questioning challenge:</p> <ul style="list-style-type: none"> - A governor asked if this was a real step forward from the current arrangement or is it building on what has gone before - CEP thought the student powered approach has been something the school has moved towards for a while but is built on past initiatives. The school is now rolling it out on a larger scale. - A governor was pleased to acknowledge that the initiative was very much student led but asked how he planned to grow the leadership across the school as students move up the year groups - CEP informed governors that there will be 5 leadership positions in each form and it is hoped that all students will have the opportunity of leadership at some point. Additionally, outside these positions, there will be a number of committees which will also give students opportunities to lead and be part of a committee <p>The Chair thanked CEP for his update.</p>
9.	To receive a parent survey evaluation (KMT)
	<p>KMT was pleased to note the high response to the survey, likely due to be an electronic survey. Comparison with last year’s figures need to be considered carefully due to the impact of the pandemic. She added that results are compared with both National and Ofsted data. She informed governors that HBK questions are</p>

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higher than national figures in the vast majority of questions, which is good news for HBK. The greatest positive difference were around questions on behavior, recommending the school and children feeling safe. An area for improvement is the need to communicate what students are learning and this is currently being discussed in SLT meetings. Data is lower on clubs and after school activities due to lockdown. Survey results have been shared with Heads of Year identifying areas of strength and areas to improve. Data on COVID safety measures are positive and parents were happy with safety measures put in place by the school. Question on online parents' evening confirms that parents thought it was easy, a good use of time and easy to log in. There were a few comments relating to technical issues. Feedback has been shared in weekly ParentMail and KMT will share results of the students survey results. KMT advised governors that the staff survey has been pushed back to after half term in order to reduce workload for staff. Once all 3 surveys have been received, these will be cross referenced but, at this stage, there is a lot to celebrate and will inform future planning.

Questioning/challenge:

- **A governor asked how staff felt about online parents' evening**
- **KMT thought it that staff preferred this form of Parent' evening. CIW reiterated that it would be his preference**
- **A governor acknowledged that the report was comprehensive but would be useful to see a headline summary in bullet point formation so governors are able to give some thought to the conclusions in advance**

ACTION: KMT TO ADD BULLET STYLE HEADLINES TO SURVEYS

9. To receive an update on Curriculum (AN)

AN provided a verbal update on this year's Teacher Assessed Grades to replace 2021 exams:

The process affects Y10 RPE and all of Y11 & Y13 and Y12 core maths grade. AN added that this is an enormous amount of work for staff and staff are looking at the body of evidence already in school. The school has undertaken a series of low stake assessments over a 7 week period in order to reduce stress levels for students.

A Centre Policy has been submitted to JCQ and all staff need to have read it as departments are required to work within guidelines of Centre Policy. AN provided an update on mitigation eligibility which applies to 36 students. Grading process will take place in place of the June training day. Historical performance and trends will be taken into consideration.

GCSE and A Level results are in the same week this year. The school will know the results in advance and can therefore prepare support and guidance for students as necessary. An appeals process will run from 10 August to assist with appeals for sixth form or university places and Autumn re-sits will be in October and November for each subject if they if appeal is not upheld.

AN added that staff are extremely tired and Departments Heads are doing an amazing job keep the process going.

Governors acknowledged the huge amount of work and the rigor with which the process being adopted by the school.

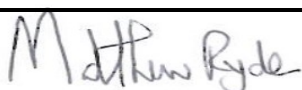
Questioning/challenge:

- **A governor thought a comment back to staff should be sent back in recognition of their efforts**
- **The Chair offered to make a written statement to staff**

9. SEF discussion (MJP)

The Principal thanked governors who had a go at quiz questions he sent out to help governor familiarize and engage with the SEF. He added that he will ensure the SEF is updated to coincide with LGB meetings to ensure the SEF and SDP are more seamless.

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	<p>The Principal welcomed comments from governors on how they feel the SEF can be improved.</p> <p>ACTION: UPDATE SEF AND SDP ARE UPDATED IN TIME FOR GOVERNORS MEETINGS</p> <p>A governor thanked the head for setting the quiz and found it useful.</p>
10.	<p>LGB Self evaluation</p>
	<p>The Principal provided a template of questions as part of the self-evaluation process. The main document (adopted from the Key) contains a list of questions including 7 additional questions compared with the NGA template. The PM management question contained in the Key template is more relevant to the school.</p> <p>The Principal asked governors if they were happy to adopt the Key self-evaluation template. Governors were happy to adopt this model and will create a working party of governors and VPs to meet between before the next meeting and submit a draft set of answers ahead of the July meeting.</p> <p>VM/ME/PA/AW have offered to be part of the self-evaluation working committee</p> <p>ACTION: SELF-EVALUATION WORKING PARTY TO MEET PRIOR TO NEXT LGB MEETING</p>
11.	<p>AOB</p>
	<p><u>Governor visits summer term (SAC)</u> SAC thanked replies regarding the 2 events to sixth form induction week and sixth form governor visit. MS/EL/PA available on 7/7/2021 for sixth form induction week and could do the self-evaluation in the afternoon 14/7/21 is confirmed for sixth form governor visit PA/EL/MS/AW to attend the visit. The Chair was pleased to see such good governor commitment regarding school visits.</p> <p><u>Resumption of face to face meetings (MJP)</u> All governors were in agreement that the final meeting should be done face to face if government restrictions are lifted sufficiently.</p> <p><u>Face Coverings</u> EL provided short presentation on the use of face coverings and the school's decision for students to continue to wear them. She was surprised that the school had not followed government guidelines not to wear face coverings. She felt the management of the school is on "shaky ground" going against government and DfE advice. Additionally, EL quoted the continuing fall in rates of infection and was therefore time to remove the enforcement of face coverings and make it optional. The Principal remarked that he and his senior team had considered this carefully and the information provided by the government and DfE served as a recommendation and not regulation. KMT added that, as a school, they felt the discontinuation of wearing face coverings was abrupt and a more natural boundary to discontinue would be after half term (2 weeks after the announcement). Additionally, KMT was aware of some students and staff, as well as a constituency of parents, who were anxious at the prospect of the use of face coverings being withdrawn from the school. After careful consideration, the school opted to take a more cautious approach and continue up to half term.</p> <p>The Chair thanked EL for her presentation and acknowledged that different views were inevitable but felt that it was down to the school and not governors to make this decision. Additionally he was comfortable with the decision that had been made and that the safety and well-being of students is at the front and centre of the decision.</p>
	<p>Meeting ended 7.45pm Next meeting: Monday 5 July 2021, 5.30pm</p>

Signed:



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