

**HINCHINGBROOKE SCHOOL GOVERNING BODY**

**Minutes of the Full Governing Board Meeting held on Thursday 17<sup>th</sup> May 2018 at 7pm in the Chapter House, Hinchingbrooke School**

**Present:**

**Governors:** Mrs Meryl Chisholm (Chair of Governors) (MC)  
Mr Paul Askew  
Mr John Brown  
Ms Anne Eardley  
Mr Andrew Goulding (Principal) (AEG)  
Mrs Vicky McGregor  
Mr Andy Rankine  
Mr Matthew Ryder

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

1.	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies of absence received and accepted from Mr Steve Fidler and Mr Alan Winchombe.	
2.	<b>Declarations of Interest</b>	
	None.	
3.	<b>Chair's opening remarks</b>	
	<p>MC opened the meeting and formally welcomed Alan Winchombe, Victoria McGregor and Anne Eardley to the governing board.</p> <p>MC advised Governors that they are officially part of the local governing body and there will be a need to review how the board operates within the MAT.</p> <p>MC acknowledged the hard work carried out by staff during the exam season with lots of interventions going on and on behalf of the Governors wished students good luck with their exams.</p>	
4.	<b>To approve the Minutes of the Meeting held on 12<sup>th</sup> October 2017</b>	
	These were approved and signed by the Chair after confirming all action points had been completed.	
5.	<b>Matters Arising not elsewhere on the agenda.</b>	
	None.	
6.	<b>To carry the Trust Vision, Policies and Priorities forward</b>	
	<p><u>Item 6.1: To report on the Principal's Performance Management Review</u></p> <p>The Principal's performance management review was carried out by Paul Fenney, Bev Curtis and Meryl Chisholm in November 2017 and the Pay Review Committee approved the recommendation. Targets were set for this year.</p>	

	<p><u>Item 6.2: Update on progress on ACES MAT</u></p> <p>AEG to attend meeting at St Ivo to find out about the next part of the process. A decision should be made by the end of the academic year with a view to St Ivo joining the successful MAT from January 2019.</p> <p>Joint inset day with St Ivo was a great success.</p> <p>The new ACES website is now finalized in terms of design and content should be finalized in the next week or so and will then go live.</p> <p>Work with Cromwell has progressed well, excellent Headteacher has been appointed to start in September. Cromwell currently fully staffed, maths review has been conducted and training taken place with good ideas on best practice. Acting Headteacher to go on maternity leave next year and an appointment has been made to cover this position. Hinchingsbrooke's Site Team are working with Cromwell's Caretaker.</p> <p>Work being done to establish partnerships and a meeting at UCA at the end of June is planned to sign the memorandum of understanding which will be benefit students going on to art and creative courses.</p> <p><u>Item 6.3: To confirm posts of Governor responsibility</u></p> <p>MC had re-issued governor links and committee members paperwork. MC has now formally resigned as Chair of Governors and will leave at end of academic year. There is now a need to find a replacement. A different model was discussed including the possibility of joint Chairs or increasing the strategic role within the two committees. Anyone interested in putting themselves forward should have a conversation with AEG or MC. MC to put a paper together listing the key areas of the responsibilities of Chair.</p> <p>Paul Askew was voted in as Chair of Curriculum &amp; Standards Committee, Vicky McGregor was nominated as governor with safeguarding and child protection responsibility and Alan Winchcombe to monitor the SCR, recruitment and vetting. These positions were approved by Governors. Governor with responsibility for training remains vacant, any Governor able to do this, to inform DW.</p> <p><u>Item 6.4: Review the school's admissions policy</u></p> <p>A proposal to make alterations to the admissions criteria was discussed. AEG had previously circulated the document detailing existing and proposed criteria. Proposed changes would be to points to 2 &amp; 3 in the document in order to aid recruitment and incentivize primaries to join the Trust. In year admissions and waiting list to be the responsibility of the school with a view to taking on a responsibility for all admissions. All Governors agreed to consult on the change to the criteria as per the document.</p>	AEG/ MC
7.	<p><b>To ensure accountability of the SLT for the educational performance of the school</b></p> <p><u>Item 7.1: To receive the Principal's report</u></p> <p>AEG advised Governors he is already looking at priorities for next year. AEG had received useful feedback from AIW which will be incorporated into the next version of the SEF.</p> <p>AEG updated Governors on staffing with appointments for September: Head of Chemistry, Teacher of Business Studies, AEG in negotiation with David Bowen to take on Head of ICT and recruit an ICT Teacher, Head of Maths and 3 Maths teachers.</p>	

AEG also went through internal recruitment: Assistant Head of Year which is a new initiative being rolled out. SAC emphasized the need for a new position at this level and time has been created from the timetable. The role will add capacity to the pastoral system as well as develop staff internally. A post of Foundation Learning Leader has been created to look after Y9. AEG has secured the services of an experienced SENCo 3 days a week after half term. 2 Science Technicians have been recruited. Caroline Pittock to take role of the Student Support Officer in Year 7 (Mat Cover) role and Charlotte Burnell will take the role of SEND Administrator following Helen Anthony's departure. AEG updated Governors that the Head of MFL Department, Alison Ball is leaving. German to be phased out to concentrate on Spanish and French. AEG advised a new structure to MFL with Alison Roberts and Liliana Nunez sharing the responsibility for developing the department.

Item 7.2 & 7.3: To review progress on the SDP and SEF:

SAC updated Governors on the development of the pastoral system and creation of the Blue Room, an out of circulation facility, aimed at providing a better restorative approach for students. This will be operational from September. SAC updated Governors on the HBK Way and will roll out behavior management training for new staff. Tony Heath is dealing with mid phase transfers and is currently in negotiations with HRC service level agreements and is developing electronic safeguarding and training is underway.

AN updated Governors that boundaries are likely to go up this year in English and Maths. The majority of subjects are based on the new GCSEs with many subjects having more papers and longer exams. Wellbeing of the students is therefore a focus. Masterclasses are scheduled and individual plans are being put together for students who are finding it difficult to cope. Predictions are looking positive. AN feedback on recent joint training day with St Ivo School. AN has arranged a teaching and learning opportunity next week and feedback from the training day will be revisited.

Item 7.4: To receive Committee Reports

Committee reports had been received and there were no questions arising.

Item 7.5: To receive reports of the Governor Visits

2 visits have been carried out, Teaching Assistants and MFL. Both reports were circulated to Governors ahead of the meeting.

<b>8.</b>	<b>AOB</b>	
	<p>It was agreed at the Strategy Committee Meeting that the next Governor visit should be Faculty based to see how the new Faculty system is working.</p> <p>Governor training will take place on 7<sup>th</sup> June at 7pm and the focus will be Systems and Data.</p>	

To confirm the date of the next meeting as Monday 9<sup>th</sup> July 2018  
Meryl Chisholm thanked everyone for attending and the meeting was closed at 8.50 pm

**Full Governing Board Meeting: Action Table following Minutes of the Meeting held on 17<sup>th</sup> May 2017**

Item No.	Action / Decision	By Who	By When	Date Completed
6.3	To add to agenda discussion re: possible LGB model at next governor training session	MC	07.06.2018	
6.3	Produce document on role of Chair of Governors	MC	07.06.2018	
6.3	AEG to ring Governors regarding succession planning of the LGB	AEG	w/c 04.06.2018	