

HINCHINGBROOKE SCHOOL GOVERNING BODY
Minutes of the Full Governing Board Meeting held on Monday 9th July 2018 at 7pm in the Chapter House, Hinchingbrooke School

Present:

Governors: Mrs Meryl Chisholm (Chair of Governors) (MC)
Mr Andrew Goulding (Principal) (AEG)
Mr Paul Askew (PA)
Mr John Brown
Ms Anne Eardley
Mrs Vicky McGregor
Mr Matthew Ryder
Mr Steve Fidler
Mr Mark Coles
Mr Alan Winchombe

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

1.	Apologies for Absence	Action
	Apologies of absence received and accepted from Mr Andy Rankine and Mr Andrew Hobley.	MC
2.	Declarations of Interest	
	None.	MC
3.	To approve the Minutes of the Meeting held on Thursday 17th May 2018	
	These were approved and signed by the Chair after confirming all action points had been completed.	MC
4.	Matters Arising not elsewhere on the agenda	
	None.	MC
5.	To carry the Trust Vision, Policies and Priorities forward	
	<p><u>Item 5.1: Update on the progress in the transition period of the establishment of the ACES MAT</u> AEG updated governors on the ACES MAT. A memorandum of understanding has now been signed with UCA. Reciprocal visits have been had with an upper school in Bedfordshire who are interested in joining a MAT. AEG explained that he had been waiting for the ACES website to go live before approaching other primary schools. There will be new signage in September for both Hinchingbrooke School and Cromwell Academy. AEG updated governors on the situation with St Ivo School explaining that ACES has made it through to the second round of the process with a requirement to submit 3 documents detailing business and growth plan, action plan and governance within ACES. There are 3 other MATS in the process. AEG/AN/DRM will attend St Ivo to pitch and the outcome should be known by 19/07/18. AEG explained that he met with Spotify in Cambridge with a view to securing internships/apprenticeships and they will be coming to the school to speak to Y11 and Y12s.</p>	AEG
6.	To ensure accountability of the SLT for the educational performance of the school	
	<p><u>Item 6.1: To adopt the SDP for 2018/19</u> AEG explained that some areas of the SDP will be taken care of by ACES Strategy which frees up the Local Governing Body to concentrate on Teaching & Learning and Behaviour. AEG explained there are 4 foci</p>	AEG

for learning, 4 foci for professional growth and wellbeing, 3 foci for achievement. A lot of work has been done by SAC on the Hinchingsbrooke Way. AEG added that additional resources are being developed to manage internal isolations better and draw together isolation with restorative practices. The old middle school dining area has been allocated for this.

More resource has been given to sixth form with the appointment of an additional new Deputy Head.

AEG referred to Governor visits which take place once per term. A discussion was had about suggested areas to visit within school. It was decided that visits for the forthcoming year should be the PE Department in the first term, followed by Maths and then Sixth Form in the summer term.

Governors thought the SDP was well thought out and were satisfied with the plan.

A governor asked if there are any areas of concern. AEG thought the Sixth Form has been an area of concern but now has a new leadership structure in place. Additionally, the IT system is slow but an upgrade is due to take place over the summer break. Recruitment and retention is always a concern.

A governor asked about the ownership of the SDP document beyond SLT and do other members of staff have an awareness of what is recorded in the plan. AEG confirmed that all staff are familiar with the document and it is located in the staff shared drive. Furthermore, the SDP in a nutshell is pinned up in all offices.

Item 6.1: To receive Committee Reports

The committee reports had been circulated to governors: Development and Welfare from 10 May 2018, Curriculum & Standards from 25 April 2018 and Strategy from 4 May 2018.

Paul Askew updated governors on the contents for the committee report for 26 June 2018. Y12 performance has been fed into the SDP and overall represented stability. Y10 performance showed the Disadvantaged gap reducing. Y8 options process seems to have worked very smoothly in terms of students getting their choices. He also noted the benefit of the new SENCo now being in place.

MC asked if governors had any questions on the committee reports. Governors were satisfied with the contents of the reports.

Item 6.3: To receive report on the Faculty Governor Visit

MC and Mark Coles attended the school to look at the Faculty Structure which seems to have embedded well and staff are happy with it. From the Heads of Departments point of view, a Head of Faculty to identify any issues and who are easily accessible is a big advantage. To some, it is viewed as an administrative unit. Other members of staff asked how the Faculties linked up with the pastoral system. AEG commented that the visit had raised a set of good questions and added that the Faculties provide leadership and accountability rather than being an administrative structure.

AEG added that next year there will be a fresh look at collapsed timetable days or a Faculty day to help to cement the team spirit within each Faculty.

Discussions within SLT have taken place regarding the disjoint between academic progress and pastoral matters and this will be a focus. SAC added that the Achievement meetings will be restructured next year to incorporate students' issues into the discussions to help break down the barriers between academic progress and the pastoral system.

MC added that it was evident during the visit that the Heads of Faculty were very enthusiastic about their roles. Also the Heads of Departments are appreciative of the extra layer of support and leadership.

Both MC and Mark Coles stated their findings were positive and no concerns were expressed by the staff that were spoken to during the visit.

MC

MC

7.	To consider governance issues requiring action before October 2018	
	<p><u>Item 7.1: Admin Arrangements</u> MC had prepared a document for governors to refer to help prepare for meetings. MC also stressed the importance of giving sufficient notice for governor visits.</p> <p>A governor thought it would be useful to have a schedule of visits and meetings for the forthcoming year. The clerk explained that a schedule will be emailed to governors before the end of term.</p> <p><u>Item 7.2: Leadership roles</u> AEG had spoken to governors individually about succession planning. Paul Askew is Chair of Curriculum and Standards with Andy Rankine agreeing to be Vice Chair. John Brown is Chair of Development and Welfare and Mark Coles has volunteered to be Vice Chair and, as per scheme of delegation, the Chairs will be elected in September. In addition, Link governors are: Safeguarding and SEND is Vicky McGregor, Single Central Record is Alan Winchombe. AEG stated that the Finance Committee is now taken care of under the MAT but that it would be useful for a governor to have an overview of the School's budget and Mark Coles has offered to do this.</p> <p>AEG was pleased to be able to confirm that Matthew Ryder and Marks Coles have offered to be Chair of Governors and Vice Chair respectively. There being no other nominations for these posts, the governors took a vote and Matthew Ryder and Mark Coles were duly elected unanimously. AEG suggested that the newly appointed Chair and Vice Chair met with AEG in September.</p> <p>AEG thanked MC for all her hard work as Chair of Governors. AEG acknowledged her immense leadership and determination during her time as Chair. AEG spoke of MC's expertise as an ex-teacher being an asset to the school.</p>	<p>MC</p> <p>AEG</p>
8.	AOB	
	<p><u>Item 8.1 Safeguarding Report – Single Central Register</u> Alan Winchombe produced a report following a visit to the School to look at the Single Central Register. He thought there was a strong culture of safeguarding in the School.</p>	AW

To confirm the date of the next meeting as **Thursday 11th October 2018**

Meryl Chisholm 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 9th July 2018

Item No.	Action / Decision	By Who	By When	Date Completed
7.1	Circulate schedule of meetings for 2018/19	DW	ASAP	
7.2	Meeting with AEG + new Chair and Vice Chair to be arranged	DW	Beginning September	