

HINCHINGBROOKE SCHOOL GOVERNING BODY

'To inspire excellence and fulfil potential'

Minutes of the full Governing Body Meeting held Thursday 19th May 2016

Present:

Mr Paul Fenney - Chairman

Mr Andrew Hobley

Mrs Mazzie Bartimus

Mr Andrew Goulding- Principal

Mrs Caroline Sheffield

Mr Bev Curtis

Mr Martin Joyner

Mr John Brown

Mr Andy Rankine

Mrs Meryl Chisholm

Mr Mick Ager

In attendance: Dr David Riddick (Director of Operations), Mr Simon Cooke (VP-Performance & Creativity), Mr Lee Walker (VP- Enterprise & Enquiry), Ms Anna Nightingale (VP- Global Citizenship).

1. Apologies for absence: were received from Mrs Silcock; Mr Parker and Mrs Benjafield were not present.

2. Declarations of interest

Mr Joyner, Mr Fenney, Mr Brown – Trustees of the FHS

Mrs Sheffield - employed by the school's personnel provider EPM

Mr Ager- wife employed by HSSP

Mrs Bartimus – Trustee of FHS/ an employee of Cambridgeshire Education IT Services

Mr Curtis – shareholder interest in the school's personnel provider EPM

3. Chairman's opening remarks

Having focussed on the forthcoming Ofsted visit at the last meeting this one will allow reflection on the recent Inspection and discussion around the current position of the Governing Body Review.

Since the last meeting in February Mrs Chisholm's and Mr Ager's four year terms of office have come to end and both have agreed to continue as Co-opted Governors.

Mrs Karen Silcock will be joining the Governing Body as a Co-opted Governor after expressing an interest in the role and attending an interview with the Chairman, Vice Chairman and the Principal.

4. To approve the minutes of the meeting held 3rd March 2016. These were signed as an accurate record.

5. Matters Arising not elsewhere on the agenda:

Update on the Governing Body Review: at the last meeting governors agreed to refocus the composition of the Governing Body by reducing the number of governors from 14 to 13 and moving away from elected to co-opted members in order to appoint for a skill base:

- The Review Group (AEG/PF/MC/BC/CS) met yesterday and discussed skill areas and the natural transition of the Governing Body to achieve the reduction in numbers.
- Whilst the Parent Governor number will remain at 2 this will not prohibit parents from becoming Co-opted Governors if they have the required expertise.
- Staff Governors will be reduced from 3 to 2
- Foundation Governors from 4 to 2
- An increase in Co-opted Governors of up to 6 who may not necessarily stand for a full four year term and with no automatic renewal.
- This will result in a reduction in the core size of committees and spread responsibility across all members.
- Before parents put their names forward for the current PG vacancy there will be an informal evening on 15th June to explain the role of governors, the time commitment and what is involved.
- Mrs Silcock will join the Finance & Premises Committee in view of her accounting and financial background.

Signed

Date

Mrs Sheffield announced her intention to retire at the end of the academic year and Mr Fenney announced that he will not be standing as Chairman for a fourth year but will remain on the Governing Body until his term of office ends. He asked that governors consider over the summer holiday whether they would like to stand as Chairman or Vice Chairman in the autumn term and to contact him if they would like further information. Those whose terms of office are nearing an end are to contact Mr Fenney to say whether they wish to continue.

Committees will be reconstituted in October and need to decide what responsibilities each member will take on.

The recruitment and appointment process for Co-opted Governors is to be investigated and returned to the autumn term meeting.

ACTION BC

Governor induction will also be an area for future discussion.

Update on the St. Ivo Partnership: now that the partnership has been formally ratified a draft action plan will be drawn up with the aim of establishing specific targets for next year to include areas such as:

- CPD: sharing an INSET training day and evaluating the schools;
- Sharing good practice: it is important that not all initiatives are at senior level, some Middle Leaders are already liaising with their counterparts at the St Ivo;
- Governance: there will be a date arranged for September to enable governors from both schools to get together;
- Cost savings: an aspiration to save money by sharing back office functions

It is important to ensure that the energy and enthusiasm behind this model is maintained in order to create a dynamic proactive partnership that is of mutual benefit and looking to a future where other schools may join the group; these are likely to be primary schools as most secondary ones are already in partnerships. Concerns were raised over costs of developing the partnership, not necessarily in monetary terms but in staff time, are the benefits worth the time and effort, budgets and further detail should be provided for the Finance & Premises Committee.

6. To Provide Strategic Leadership

6.1 To discuss the forthcoming SLT/Governor conference: there is a very different educational landscape from the time of the last conference in 2013 and this will need to be reflected in the new Strategic Plan which will be the main focus of the conference. With the help of an external facilitator governors and the SLT will have the opportunity to: reflect on the current Plan, the progress made and the Ofsted outcome; review the structure and discuss key headings; focus on the emerging priorities and strategic intents for next year. It is hoped that the development of the new SP will be in place quickly and ready for adoption at the last FGB meeting of the year on 13th July. Please send any aspirations or thoughts to be included in the planning meeting to the Principal.

ACTION ALL

6.2 An update on recent governor training:

- There was nothing to report from the Annual Governor Conference
- Training on 17th March focussed on finance and funding
- Governor training on Thursday 26th May will explain how the new GCSE levels relate to the old grading system, review the Ofsted Dashboard and explore the implications for governors.

7. To Ensure Accountability of the SLT for the Educational Performance of the School

To receive the Principal's Report and Reflections on the Ofsted Inspection: the school has as yet received no draft report from Ofsted. Following the 2 day visit we were judged as Requires Improvement largely due to the quality of some of the teaching seen by the inspectors. Mr Goulding emailed the senior inspector expressing reservations about the weight given to certain aspects of the judgement which resulted in a visit from a senior HMI last Monday who deemed that looking at the notes on the process the inspection was incomplete. He spent 4 hours in the school revisiting science data, looking at the quality of teaching in science and MFL and looking at data for the gap between the Disadvantaged and others students. Following meetings with a number of senior staff he agreed that the judgement should be 'Good' across all aspects of the school but we have still not received any official written confirmation. Areas of the school that were not visited i.e. Music/D.T. were disappointed following their hard work to showcase their departments. The Head of Science and one other member of the department have resigned, with interviewing to take place next week and a new Head of MFL has been recruited.

Signed

Date

Ofsted bullet points and reflections on the 2 day visit are in the Principal's report and areas highlighted are:

- Improvement in recruitment and progress in Science and MFL required;
- Greater empathy from parents to be a focus through improved parental engagement and access to on-line data;
- The quality and consistency of cover supervision to be improved;
- Replacement of unreliable data systems in both administration and the classroom as this will hold back the school's journey to become 'outstanding'. The governors' Resources Visit will have IT as an area of focus;
- The positive feedback from the formal interviews with students;
- Compliments on low level disruption and lack of litter around the site;
- To have the ability to show the journey of predictions;
- Improvement of IAG in the sixth form;
- Improvement in recording behaviour data;
- Exceptional practice was recognised in English and Geography;
- Marking and assessment were recognised as strengths.

Each of the VPs gave their reflection on the Ofsted visit with respect to their Directorates.

Governors thanked all of the SLT for their hard work and for being nimble, responsive and highly effective on the day and whatever the final report may say they must take hold of the positive areas and move forward focussing on the areas that require improvement.

To receive committee report: Curriculum & Standards 23/3/16: there were no further comments

To receive an update on Governor Visits: a report on the Tutoring Visit is still waiting for staff comment and will be carried forward to the next meeting.

8. To Ensure Effective use of Resources to Support Learning

8.1 Update on the budget process: there is currently a £40k negative variance against the budget and whilst there will be an in-year surplus this may not be sufficient to balance the budget by the end of the year and is largely due to increased payroll and related costs. Apprentice payments may have an impact on next year's budget.

8.2 Update on Sports Hall project: the project is almost complete and the facilities should be available for use after the half term holiday. The project was delivered £500 under budget and a letter of thanks will be sent to Evers from the Chairman. Governors thanked Mr Joyner for his huge contribution to the project and also Mr Oliver and Dr Riddick. It is hoped that the venue will be a significant generator of lettings and income for the school.

8.3 Presentation and overview of tenders for cleaning and catering contracts: following a tender process there is now one preferred supplier for each contract and catering includes the movement of existing catering equipment from the PAC to the old sports hall to establish a new dining facility. Governors were asked to approve the process and to allow members of the Finance and Premises Committee to take the final decision at a meeting to be held on Thursday 26th May with a brief item at the start of the FGB training evening to ratify their final decision.

There was a unanimous approval of this process.

9. A review of the meeting: all in agreement that the meeting had been very constructive and time efficient.

10. AOB: there was none

To confirm the following dates:

Training meeting Thursday 26th May 7.00 pm in The Chapter House

Business meeting Wednesday 13th July 7.00pm

Opening of new sports hall followed by sports awards 7th July

Picnic at the House 14th July

Governor/staff celebration 19th July

The meeting closed at 8.30pm

Signed

Date