

HINCHINGBROOKE SCHOOL GOVERNING BODY

'To inspire excellence and fulfil potential'

Minutes of the meeting of the full Governing Body held Wednesday 13th July 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

Ms Karen Silcock

Mr John Parker

In attendance: Dr David Riddick (Director of Operations) and Mrs Sue Homewood (clerk).

1. Apologies for absence: were received from Mr Simon Cooke, Mr Lee Walker, Ms Anna Nightingale and Mrs Benjafield.

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 Remarks

Mrs Silcock was welcomed to her first meeting of the FGB although she has already taken an active part at committee level.

Mr Brown's term of office as a Foundation Governor comes to an end in early September and he expressed his wish to continue.

Mr John Parker's four year term of office as a Support Staff Governor comes to an end at the beginning of September and Mr Fenney thanked him for his two consecutive terms as a governor and his valuable contribution to the Finance and Premises Committee.

Mr Fenney also thanked Mrs Sheffield for her service to the Governing Body as a Co-opted Governor since 2005; during her time as a governor she has made a considerable contribution to the work of the school not only as the organiser of the school's 450th anniversary celebrations in 2015 but also as Chairman of the Governing Body for three years overseeing the appointment of a new Vice Principal and Principal of the school in 2012.

Mr Fenney reiterated his intention to stand down as Chairman in the autumn term and if anyone would like further information about the position to contact him over the summer break and to notify the clerk in advance of the autumn term meeting if they intend to stand for election.

Following a recent Parent Governor election the successful candidate Mr Matthew Ryder will be joining the GB in the new academic year.

Governors were informed that the Permanent Exclusion of a student has been upheld by the Governors' Disciplinary Committee.

4. To Approve the Minutes of the Meeting held 19th May 2016. These were signed as an accurate record

Signed

Date

5. Matters Arising (not elsewhere on the agenda)

Committees will be reconstituted in October and will need to decide what responsibilities each member will take on, governors should also inform the clerk if they wish to change committees next year. **ACTION ALL**

Ms Silcock offered to examine the governors' induction process, to be returned to the autumn meeting.

ACTION KS

The recruitment and appointment process for Co-opted Governors will also be an agenda item in the autumn.

ACTION PF

6. To Ensure Effective use of Resources to Support Learning

6.1 To Approve the School Budget for 2016/17

Dr Riddick took governors through the context of the figures:

- Current figures before proposals show an in-year deficit of £19k in 2016/17 and a rolling deficit of £79k at the end of 2016/17.
- Without implementing the new proposal the school may have a deficit of £204k by the end of 2017/18.
- The figures do not assume any Fairer Funding and if the school does not receive additional funding under this agreement then we will be facing an ongoing unsustainable situation for which there must be an alternative plan going forward.
- Going into this financial year there are £270k of salary costs, pension contributions and an apprenticeship tax that are unfunded by the schools budget.
- Whilst the predicted increase in sixth form numbers could generate additional funding of around £200k the school will not receive this until next year.

The Finance and Premises Committee have examined the budget proposal and discussed the options going forward in great detail and whilst these are not popular decisions and generated a range of views the committee are making the following recommendations:

- To apply a one-off historic charge of £25k to HSSP for the free use of the school premises over previous years of operation followed by an annual charge of £10k going forward from 2016/17;
- To receive extra income from revised swimming pool charges by retendering the contract at a potential increase of £43k from January 2017;
- £38.5k of savings have been identified from energy and administration costs;
- To carry forward a deficit of £34.5k from 2015/16 and implementing points 1-3 above should enable a budget with an in-year operating surplus of £23k and a year-end rolling deficit of £11k. This modelling does not assume Fairer Funding but does include an increase in sixth form numbers and the subsequent funding from 2017.

These proposals are still subject to negotiations which may result in some changes to the detail and the F&P committee will be informed of the outcome.

ACTION DAR

Governors raised a number of queries and a range of views were expressed relating to the importance of retaining HSSP and an agreement with Splash Academy, assurance was given that both parties would have the opportunity for consultation.

ACTION AEG

The current proposal will provide a short term solution but over the next year staff may need to work with governors to look at further in-year savings which may include curriculum and staffing.

Governors congratulated the school on the removal of the £200k deficit in 2014/15 by in-year savings and following recommendation by the Finance & Premises Committee they were in agreement that there was no alternative other than to submit a deficit budget on 31st July for 2016/17 although governors should be aware of any contravention of the EFA funding agreement.

The 2016/17 budget was approved with one abstention

Governors thanked Dr Riddick, Ms Sue Morgan and her finance team for their contribution towards the budget preparation.

Signed
Date

7. To Provide Strategic Leadership

7.1 To adopt the Strategic Plan: This is a more concise, strategic document than in previous years and shows the intents over the next three years; it has shaped the 2016-17 SDP and will be monitored by the Strategy Committee. Governors agreed that it reflects the outcomes of the Governor/SLT conference and it was formerly adopted.

7.2 To agree Governor Training for 2016/17:

Autumn term September -Understanding PiXL

Spring term – the role of governors in reform of the curriculum in the Curriculum Review

Summer term – understanding support systems e.g. Doodle

7.3 To agree changes to personnel on the Principal's PM review panel.

This item to be returned to the autumn term meeting

ACTION CLERK/PF

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

8.1 To record receipt of the recent Ofsted Report

The school has finally received the full report of the recent Ofsted inspection and at this first opportunity governors congratulated the Principal and staff for the remarkable achievement moving from the original outcome of 'Requires Improvement' to 'Good' following a review of the initial inspection. Governors asked for thanks to be conveyed to all the staff on the fantastic success and a great way to end the year.

There is no Ofsted action plan as all relevant recommendations are in the new SDP.

8.2 To adopt the SDP for 2016/17

Key priorities are:

- To focus on securing all areas to achieve a 'good' rating by improving consistency in the quality of teaching and learning;
- Improve the differentiation of resources;
- Narrowing key gaps;
- Improving the outcomes of MFL and Science;
- The continued growth and improvement of the sixth form;
- Improvement of ICT systems so providing parental access to data online;
- Improved parental engagement and external partnerships
- Investigation into the possibility of controlling our own admissions.

This includes the Ofsted action plan, reflects the strategic objectives and will go to the individual governor committees for more detailed discussion of their relevant sections.

ACTION COMMITTEE CHAIRS

8.3 To receive committee reports:

Curriculum & Standards 22/6/16: the committee looked at what makes an outstanding department and received presentations from the Heads of Art and English. Approved new Coursework Policy; received a report on Work Experience and an update on the KS4/5 exam period; discussed the September forecast for sixth form applications and minor changes to the 2016-17 curriculum.

Finance & Premises 15/6/16: cleaning and catering contracts have been finalised with Chartwell's very upbeat about the future of catering at Hinchingsbrooke which has now become their 'flagship' school. RO attended and presented her report; update on PP expenditure, heritage works, income generation and ongoing premises items. Budget discussions

Finance & Premises 4/7/16: Agreed to purchase Zurich Insurance Policy; discussed 2016/17 school budget and the school were asked to re-examine the figures to reduce/eliminate the deficit – committee meeting to be held immediately prior to the FGB meeting at 6pm on 13th July.

8.4 To receive Governor Visits Reports

Tutoring: covered Lower and Middle School; looked at the current system and how this will change with the introduction of Academic Review Days; highlighted strengths and developments. Mr Cooke, Mr Grey and Heads of Year will be monitoring the new system. Governors will revisit next year to see how this has been implemented (see Item 8.5 below).

Signed

Date

Resources: following the visit governors firmly believe that the school requires a good asset register with an annual monitoring programme, this needs taking forward with some urgency and will be discussed at the next F&P meeting. **ACTION MJ/DAR**

Also barrier tapes in the DT department require urgent action, Mr Ager to email Dr Riddick **ACTION MJ/DAR**
Whilst there are lots of recommendations in the report, largely relating to the asset plan, governors congratulated the premises team on significant improvements over the year including Hbk House, site security, the new sports hall project including energy efficiency, to be conveyed to the staff. **ACTION AEG/DAR**

8.5 To agree Governor Visits for 2016/17

Autumn term- Disadvantaged/closing the gap

Spring term – revisit Tutoring

Summer term- revisit Sixth form

Summer term- revisit Resources with focus on ICT

Dates to be arranged and confirmed

ACTION CLERK

New Heads of Science and MFL to be invited to visit the C&S committee in the spring term

ACTION MC

8.6 To confirm the meeting date for the St Ivo and Hinchbrooke governors.

Tuesday 27th September at 6pm in Hinchbrooke School (venue to be confirmed); date to be added to the calendar which will be sent to governors before the end of term.

ACTION CLERK

An agenda and plan for the focus of the meeting will be sent to governors

ACTION PF

9. Principal's closing statement

This has been a good year for the school however we must not be complacent. The SDP represents an ambitious achievement which will take the school forward. Morale within the school has improved and staff are embracing the vision and moral purpose.

We have improved our assets over the year with upgrades to Hinchbrooke House and significant investment in the future of the school with the new sports hall and energy project; considering the financial constraints these are milestone developments.

Staff feel good at what has been achieved this year and there is generally a better feel to the school and thanks must go to SLT and other senior staff for their hard work and dedication and to governors for their input and support of SLT.

Mr Fenney thanked governors for their contribution over the year; as volunteers the time commitment, energy and dedication in supporting the school has been relentless and he wished everyone a good summer break.

Governors thanked Mr Goulding and all the staff for their hard work and especially the SLT for all the time, effort and goodwill that many members have committed over the last year and wished them well for the next academic year.

10. Review of the meeting: calm and efficient with the Heads of Committees providing efficient reports.

11. AOB - there were no items.

Future dates:

Staff/Governor celebration: Tuesday 19th July PAC 3.45pm then BBQ on The Terrace at Hbk House

LA Autumn Termly Briefing for governors 20th September 7-9pm Wood Green Animal Shelter

The date of the next meeting was confirmed as Thursday 13th October 2016

The meeting closed at 8.10pm

Signed

Date