

## HINCHINGBROOKE SCHOOL GOVERNING BODY

*'To inspire excellence and fulfil potential'*

### Minutes of the Full Governing Board Meeting held on Thursday 2 March 2017 at 7pm in the Library, Hinchingsbrooke School

**Present:**

**Governors:**

Mrs Meryl Chisholm (Chair of Governors) (MC)	Mr Paul Askew	Mr John Brown
Mrs Mazzie Bartimus	Mr Mark Coles	Mr Bev Curtis
Mr Steve Fidler	Mr Andrew Goulding (Principal) (AEG)	Mr Paul Fenney
Mr Andy Rankine	Mr Matthew Ryder	Mr Andrew Hobley
	Ms Karen Silcock	

**In attendance were:** Dr David Riddick (Director of Operations), Mr Simon Cooke (VP - Performance and Creativity) (SAC), Miss Anna Nightingale (VP – Enterprise and Enquiry), Mr Lee Walker (VP- Global Citizenship), Mrs Rosie Eacott (Clerk to the Governors) (RSE)

1.	Apologies for Absence	Action
	There were no apologies of absence.	
2.	<b>Declarations of Interest</b>	
	Mrs. Bartimus - employee of Cambridge shire Education IT Services / FHS Trustee Mr. Brown - Trustee of FHS Mr Askew – Trustee at Godmanchester Community Trust	
3.	<b>Chair's Opening Remarks</b>	
	<ul style="list-style-type: none"> <li>• MC welcomed everyone to the meeting and introductions were carried out for the new governors. MC thanked Paul Fenney for his previous three years as Chairman of Governors. She also thanked the VPs for all their hard work and especially Lee Walker who would be leaving Hinchingsbrooke to take up a new Headship. MC confirmed that one resignation had been received from Martin Joyner who had completed his term as governor in February. Karen Silcock would now chair Finance and Premises Committee.</li> <li>• MC reminded the meeting that they had met Brian Message (potential MAT Sponsor) last week who had introduced the 3Cs, Creativity, Communication and Confidence. She added that the FGB also had 3Cs which was Change – both internally (restructure, curriculum review) and externally (Government initiatives, political change, fairer funding), Challenge – government asking governors to do more with less and the school's financial position not being in great shape, Continuity – ensuring the students are on an upward trajectory with the school aiming for consistently good and on to outstanding. The outcomes for students must be improving with the best outcomes possible. MC said this linked to the review of the documents presented under item 8 below and the majority of the meeting would be given to this.</li> </ul>	
4.	<b>To approve the Minutes of the FGB Meeting held on Thursday 13 October 2016</b>	
	<ul style="list-style-type: none"> <li>• These were approved and signed by the Chair.</li> </ul>	
5.	<b>Matters Arising not elsewhere on the agenda.</b>	
	<ul style="list-style-type: none"> <li>• MC reported that three standing committees had taken place since the last FGB meeting which included one staff pay review, one student permanent exclusion appeal and an appeal following a staff dismissal. Each appeal had upheld the school's decision.</li> <li>• There were no other matters arising elsewhere on the agenda.</li> </ul>	

Signed  
Date

6.	<b>To Provide Strategic Leadership</b>	
6.1	<p><u>To report on the Principal's Performance Management review</u></p> <ul style="list-style-type: none"> <li>MC reported that the Principal's performance management review had taken place before Christmas and a pay recommendation had been made and targets had been set. The review panel had consisted of herself, Mazzie Bartimus and Bev Curtis. An external consultant had been appointed to assist with the review and that was Robin Gildersleeve who had been appointed in previous reviews.</li> </ul>	
6.2	<p><u>Committee Membership and governor responsibility</u></p> <ul style="list-style-type: none"> <li>MC reported that this was currently under review but that new governors had joined the following committees: <ul style="list-style-type: none"> <li>➤ Steve Fidler had joined the Finance and Premises Committee</li> <li>➤ Mark Coles had joined the Finance and Premises Committee</li> <li>➤ Paul Askew had joined the Curriculum and Standards Committee</li> </ul> </li> <li>Once the review had been completed, MC would circulate an updated schedule.</li> </ul>	
7.	<b>To ensure effective use of resources to support learning</b>	
7.1	<p><u>To receive Finance and Premises Report – 1<sup>st</sup> December 2016</u></p> <ul style="list-style-type: none"> <li>The report was received.</li> <li>MC reported that she had requested any comments in advance of the meeting and none had been received</li> </ul>	
7.2	<p><u>Update on current financial position</u></p> <ul style="list-style-type: none"> <li>KS was invited to update the Board on the current financial information. KS reported that the financial position had changed from that reported in September. She reported that in November a new forecast was produced which was £130k worse than the September forecast with an in year deficit of £110k. The main issues related to errors in previous forecasting of staff costs, and correcting for these was forecast to leave a carried forward deficit of £191k. Since November, events had led to some savings on staff costs, and other, smaller adjustments to costs. After taking account of these, the new in year forecast was a deficit of £70k and a carried forward deficit of £151K carried forward with the next year's deficit figure currently forecast at some £140K. KS explained that she had been working with Dave Riddick and Sue Morgan (Finance Manager) to get more information on cashflow forecasting (a new venture for the school) including clarification on restricted reserves and what these could legally be used for. Current forecasts show there is potentially adequate cash from unrestricted reserves (assuming forecasts are met) for two further years normal operations based on current forecasts, but that unless we make significant cost savings to return to break even, the school will eventually run out of cash. She added that whilst the school and governors should continue to lobby for a better "fairer funding formula", steps should be taken immediately within school to identify savings. She reported that we should target to find sustainable savings of £100 per pupil during the current financial year (to have full effect the following year), and at least a further £50 per pupil in the following financial year to produce a full year effect in 2018-19. These savings should enable the school to approach an in year breakeven position from the next financial year and the following year if successful (if current forecasts are met and no unforeseen costs arise). The initial review would examine support costs and this would include a benchmarking exercise with the Ivo to assess our levels of efficiency and areas of potential savings, and also examine if any savings could be made by combining resources. She added that the school needed improved and more regular financial management information and this needed to be disseminated amongst SLT to ensure that controllable costs are fully visible and tightly managed – finance needed to be more integrated into educational management. In future, business cases would be needed before any changes with cost implications in order that priorities could be given to those projects with best educational value for money, and necessary cost savings found from lower priority programmes.</li> </ul>	DAR/AEG



8.4	<p><u>To receive Committee reports</u></p> <ul style="list-style-type: none"> <li>• The following committee reports were received: <ul style="list-style-type: none"> <li>➤ Strategy – 20 January 2017</li> <li>➤ Development &amp; Welfare – 16 November 2016 and 1 February 2017</li> <li>➤ Curriculum &amp; Standards – 25 January 2017</li> </ul> </li> <li>• MC reported that she had requested any comments in advance of the meeting and none had been received.</li> </ul>	
8.5	<p><u>To receive report of the Governor visit for Disadvantaged students</u></p> <ul style="list-style-type: none"> <li>• The report was received.</li> <li>• MC reported that she had requested any comments in advance of the meeting and none had been received</li> </ul>	
9.	<p><b>To consider the formal resolutions regarding the formation of a MAT</b></p>	
	<ul style="list-style-type: none"> <li>• AEG presented a draft resolution to the FGB and discussion took place with the following comments noted:</li> <li>• Concern was raised over the value of the sponsor not being explicit at the present time.</li> <li>• A question was raised over whether other potential sponsors could be identified and AEG reported that he had approached the DfE who had confirmed that there were no other potential sponsors, therefore he had progressed meetings with the only one available, Brian Message.</li> <li>• AEG clarified that there was no commitment to progress to a MAT until formal ratification took place which would be presented to governors when ready and would include full information including schemes of delegation, risk management and financial information.</li> <li>• A question was raised over the cost implications of further development and AEG clarified that the only cost would be his time.</li> <li>• It was suggested that there should be a cost benefit analysis before approval could be given. AEG responded that once the detail of the proposal was brought with the business case, the trustees and members and some detail around educational matters, the benefits would be even clearer. He reminded governors of the benefits already articulated at the earlier meeting on 25<sup>th</sup> November.</li> <li>• A MAT should not worsen the financial position of the school but bring financial benefit and savings.</li> <li>• One governor suggested that a resolution should not be restricted to becoming a MAT with a sponsor but keep our options open to become a MAT with or without a sponsor.</li> <li>• It was agreed that the wording should be altered to “including discussions with a sponsor”.</li> <li>• It was noted that the school and governors had been presented with a potential sponsor from the DfE and that this had been done before any discussions had taken place over forming a MAT.</li> <li>• The Ivo had made a formal resolution to progress discussions to form a MAT with Hinchingsbrooke and that this had not yet necessarily included the sponsor due to the fact that they had not all formally met Brian Message yet. AEG stated that the Ivo had invited Brian to meet with governors later this term.</li> <li>• Ideas for inclusion in any proposal should be forwarded to AEG.</li> <li>• There was no timescale set and it was noted that most of the work would be completed by AEG in preparing any proposal.</li> <li>• Concern was raised that by agreeing to progress, an application would be made and AEG confirmed that there was no obligation or commitment following the resolution. Any application would need formal ratification at a future date.</li> </ul> <p>Further debate took place over the correct wording and it was recommended that the the following resolution was put to the governing body as follows:</p>	<p>AEG</p> <p>AEG</p> <p>ALL</p> <p>AEG/MC</p>

	<p><b><i>“To continue to progress a proposal for the setting up of a MAT including discussions with the sponsor and any of the other schools who wish to join with us, with a view to returning a formalised proposal in due course for final ratification, and in parallel, to prepare an application for the MAT to become a “sponsoring academy”.</i></b></p> <p>A vote was taken and 12 governors voted in favour of the resolution with 1 abstention.</p>	
10.	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• MC confirmed that she had no received any AOB as requested in advance of the meeting.</li> <li>• MC requested that governors confirm their attendance at the Governor visits listed below to RSE.</li> <li>• MC requested that governors confirm their wish to attend the forthcoming NGA training on becoming a MAT to RSE so that places could be allocated and funded if required.</li> </ul>	<p>ALL</p> <p>ALL</p>

To confirm the date of the next meeting as Thursday 18 May 2017

Meryl Chisholm thanked everyone for attending and the meeting was closed at 9.10 pm

Other dates:

**Other dates**

**Governor visits**

28th March Tutoring visit

25th April Sixth Form visit

16th May Resources visit

**Governor Training**

June 8th 2017 - Understanding support systems e.g. Doodle

**School Events**

22nd March Second Academic Review Day

30th March Easter Concert