



## HINCHINGBROOKE SCHOOL GOVERNING BODY

Minutes of the Full Governing Board Meeting held on Thursday 23<sup>rd</sup> May 2019 at 7pm  
Chapter House, Hinchingsbrooke School

**Present:**

**Governors:**

Mr Matthew Ryder (MR) - Chair of Governors  
Mr Andrew Goulding (AEG) - Principal  
Mr Mark Coles (MC) - Vice Chair  
Mr Andy Rankine (AR) - Governor  
Mr John Brown (JB) - Governor  
Mr Alan Winchombe (AW) - Governor  
Ms Anne Eardley (AE) - Governor  
Mr Steve Fidler (SF) - Staff Governor

**In attendance were:**

Mrs Debbie Warner (DW) - Clerk to the Governors

<b>1. Apologies for Absence</b>	Apologies of absence were received and accepted from Paul Askew, Simon Cooke and Anna Nightingale.
<b>2. Declarations of Interest</b>	No changes.
<b>3. To approve the minutes of the last meeting held 7<sup>th</sup> March 2019</b>	<p>The minutes of the last meeting were approved and signed by the Chair as a true record. Action points from the previous meeting were discussed: <u>Terms of Reference for Steering Committee to be updated</u> AEG and the Chair had updated the Terms of Reference which were approved by the Steering Committee meeting on 10/05/19. <u>Correction to Development &amp; Welfare Terms of Reference</u> The Clerk confirmed the error had been corrected. <u>Run a Parent Election</u> A ParentMail has been sent to parents with information of the vacancy. This is due to close on 7<sup>th</sup> June 2019. <u>Action points following PE visit</u> AEG to liaise with Head of Faculty to ensure completion. <u>Action points following SCR report</u> Clerk to obtain update from AJH.</p>
<b>4. Matters arising not covered elsewhere on the agenda</b>	AEG informed governors that a notice to elect a Teaching Staff Governor had gone to staff.
<b>5. To provide Strategic Leadership</b>	<p><u>5.1 Chair's update</u> The Chair acknowledged that it was a very busy time for school in terms of recruitment, MAT development and planning for next year. He thanked AEG and his team for the excellent work that continues to be carried out. The Chair also thanked the Governing Body for their continued support and contribution to the school.</p>
<b>6. To ensure accountability of the SLT for the educational performance of the school</b>	<p><u>6.1 To receive The Principal's Report</u> AEG provided a verbal summary of his written Principal's Report which had been made available to governors ahead of the meeting.</p> <p>Pilot OfSTED Inspection: AEG updated governors on the recent pilot OfSTED inspection which took place at the end of April. He provided governors with details of OfSTED's new framework which sees a change in emphasis,</p>

Signed: *Matthew Ryde* 15<sup>th</sup> July 2019.

becoming more about the quality of education and not just outcomes. AEG stated that it was important to make sure staff fully understand the new framework. AEG thought the pilot inspection had been beneficial to the school and, although there was no formal written report, he received a small amount of verbal feedback. The areas of praise are outlined in appendix 8 of the report.

Restructure: AEG informed governors that there was a need to increase capacity in SLT due to the retirement of Lorraine Cunningham and being unable to appoint a suitable Headteacher for September. Additionally, the new OfSTED framework provided a timely opportunity to restructure and realign responsibilities within SLT. AEG informed governors that Kate Tandy has been appointed as a VP, initially for a year, and the new structure of VPs is detailed in the report. The existing 4 faculties will be collapsed in to 3 with David Pendlebury and Matthew Pinder continuing to lead 2 of the faculties. A Global Head of Faculty has been appointed, Priscilla Solvar-Isida, who will replace Helen Fullard who is leaving at the end of the academic year. Additionally, there will be 3 Associate Principal appointments to add capacity to QA processes, Communications and Pupil Premium. AEG added that these are not paid posts but time will be allocated to the 3 members of staff.

AEG provided governors with a staff update and added that it is a busy time of year in terms of recruitment. He noted that 2 long standing members of staff were leaving: Lorraine Cunningham and Helen Fullard. Further, the late resignation from Debbie Ayres in DT has left a teaching gap which will not be filled in September. AEG added that it did however provide an opportunity to restructure Art and DT which sits within the Creativity & Performance Faculty. A new post of Director of Creativity will be created from January 2020 to work across the creative subjects. A consultation for this restructure will take place at the beginning of next term.

AEG informed governors that the SEND department is relocating to lower school next year. Foundation Learning is being revamped and a primary trained teacher has been appointed for the nurture group. AEG added that the alternative curriculum plan will be discussed in greater depth at the Curriculum & Standards Committee meetings.

Governors asked the following questions:

**Q: Is the restructure cost neutral?**

**A: AEG informed governors that the restructure is cost neutral apart from the temporary VP position. There is also a cost saving for a Headteacher not being appointed before January 2020**

**Q: Will the increased capacity help AEG with the extra workload he is currently undertaking?**

**A: AEG will continue to do both the role of Principal and CEO until a Head is in post in January but SLT should benefit from the restructure in terms of workload**

**Q: A governors asked how much consideration had been given to the appointment of a new Head**

**A: AEG confirmed this had been carefully considered and the temporary appointment of a 3rd VP would allow flexibility when the new Head is appointed in January 2020**

**Q: A governor asked where work experience sits within the new structure as it is intrinsic to the curriculum**

**A: AEG advised that it does not fall within the faculty structure but Ken O'Shaughnessy continues to be curriculum lead for CEIAG along with Alison Tanton-Smith and a designated administrator. These members of staff will report into Kate Tandy**

**Q: A governor asked for further clarification on feedback from OfSTED where it referred to the lack of impact for disadvantaged strategies**

**A: AEG advised that gaps in disadvantaged students start to appear higher up in the school and in years 7, 8 and 9, the gap does not exist. AEG is hopeful that, with the new approach to Pupil Premium strategies and the additional capacity in this area will see the gaps diminish.**

The Chair thanked AEG for producing a very thorough report.

## 6.2 Final predictions for exam results

These are contained within the Principal's Report (Appendix 5) which breaks down predictions for both KS4 and KS5. Interventions are in place for students including masterclasses, tutoring and nightclub. AEG added that teacher predictions are slightly more pessimistic than earlier in the year but do not represent concern.

6.3 To receive committee reports

**6.3.1 Development & Welfare (15/05/19):** MC chaired the recent committee meeting and noted that Rebecca Bierton provided governors with a splendid presentation detailing progress that has already been made together with the mid and long term vision for the Trust. A governor remarked on how much work had already been achieved and that her vision for the Trust was quite remarkable. Governors also received a presentation on how the Blue Room is working with a consensus amongst staff that it is working well. It did highlight that students seem to like spending time in the Blue Room a "bit too much" but governors were reassured that it encourages students to self-reflect on their behaviours. Governors also received a staffing update during the meeting. 2 policies were approved: Educational Visits and Alternative Provision. There was also an update on related SDP items and Kate Tandy provided an update on Gatsby Benchmarks.

6.4 To receive report of governor visits

**6.4.1 Maths (20/03/19):** In the absence of PA who was the lead governor for the visit, JB and MR acknowledged the very good report he had produced. JB and MR stepped in, each for half a day, to enable the visit to go ahead. JB found the department to be enthusiastic and positive and was very impressed by the vision and expectations of the recently appointed Head of Maths, Chris Gratton. Governors agreed that it was a very thorough report. Governors acknowledged the hard work and preparation from the Maths department in order to facilitate the governors visit.

**6.4.2 Sixth Form (08/05/19):** The Sixth Form visit had only just taken place and the report was still in draft form and. It will be formally considered at the next LGB. VM informed governors that during the visit, there was the opportunity to meet both students and staff. She added that there is evidence of clear vision and intent and this should be followed up in the future to ensure becomes a reality. VM added that the sixth form is raising the bar in terms of attendance and how sixth formers present themselves. The visit revealed students are active and not passive around private study. AW added that the Sixth Form had been scrutinized by leaders and managers with areas identified that needed attention and these were echoed by the recent pilot OfSTED. He added that in terms of the implementation, it is not clear how the impact is going to be measured and therefore feedback should be received by governors on the impact this has had on the students. The Chair thanked AW and VM for their feedback and will look forward to receiving the final report at the next meeting.

**7. AOB**

AE gave governors an update on training. This year, there has been 2 successful training sessions: safeguarding and handling complaints. Unfortunately, it has not been possible to find a suitable person to deliver training on good governance training in June and therefore there will be not training session on 13<sup>th</sup> June. AE added that the Steering Committee had discussed the possibility of having 2 face to face training sessions and one individual or online training session per academic year and governors were in agreement with this model. AE will therefore look to circulate appropriate training options to governors.

The Chair thanked governors for attending visits to school and added that it was an opportunity for governors to have contact with the staff and students and see the school as a living community. He added that the visits provide added value to both school and governing body. He stressed that there have been a couple of occasions where visits had been put at risk due to governors not being available. The Chair informed governors that dates will be sent out early next year and the Clerk will send reminders in good time but urged governors to give as much notice as possible if they could no longer attend a visit.

The Chair noted upcoming events at the school and encouraged attendance by governors.

To confirm the date of the next meeting as **Monday 15<sup>th</sup> July 2019, 7pm**

The Chair thanked everyone for attending and the meeting was closed at 8.15 pm

**Full Governing Board Meeting: Action Table following Minutes of the Meeting held on Thursday 23<sup>rd</sup> May 2019**

Item No.	Action / Decision	By Who	By When	Date Completed
3.	Check action points from PE visit has been completed (Matthew Pinder)	AEG	Next meeting	
3.	Check SCR action points have been completed	Clerk	Next meeting	
6.4.2.	Sixth Form governor visit to be put on next agenda	Clerk	Next meeting	
7.	AE to circulate training options to governors	AE	asap	