



Hitchin Boys' School

MINUTES FOR FULL GOVERNING BOARD MEETING Tuesday 9th June 2020 at 6.00pm

Board Members	Attendance 2019/2020	Present at this meeting
Dr Helen Corkill (HC) Co-opted Governor – Chair	4/5	Dr Helen Corkill (HC) Co-opted Governor – Chair
Mrs Cheryl Grainger (CG) Community Governor – Vice Chair	5/5	Mrs Cheryl Grainger (CG) Community Governor – Vice Chair
Mr John Turney (JT) Parent Governor – Vice Chair	5/5	Mr John Turney (JT) Parent Governor – Vice Chair
Mr Phil Addison (PA) Parent Governor	5/5	Mr Phil Addison (PA) Parent Governor
Mrs Emily Brinkley (EB) Staff Governor	4/5	Mrs Emily Brinkley (EB) Staff Governor
Mr Neil Broughton (NB) Parent Governor	3/3	Mr Neil Broughton (NB) Parent Governor
Mr Martin Brown (MB) Headteacher	4/5	Mr Martin Brown (MB) Headteacher
Mr David Hutchinson (DH) Community Governor	3/3	Mr David Hutchinson (DH) Community Governor
Mr Phil Laws (PL) Community Governor	3/5	Mr Phil Laws (PL) Community Governor
Mr Steven Marlow (SM) Community Governor	3/3	Mr Steven Marlow (SM) Community Governor
Mrs Janet Radley (JR) Co-opted Governor	5/5	Mrs Janet Radley (JR) Co-opted Governor
Miss Kathryn Rainbow (KR) Staff Governor	5/5	Miss Kathryn Rainbow (KR) Staff Governor
Mr Bhagwant Singh (BS) Co-opted Governor	5/5	Mr Bhagwant Singh (BS) Co-opted Governor
Mrs Liz Taplin (LT) Staff Governor	5/5	Mrs Liz Taplin (LT) Staff Governor
Mr Michael Taylor (MT) Community Governor	5/5	Mr Michael Taylor (MT) Community Governor
Cllr Richard Thake (RT) Community Governor	5/5	Cllr Richard Thake (RT) Community Governor
Mr Kris Whitmore (KW) Community Governor	3/3	Mr Kris Whitmore (KW) Community Governor

In attendance:

Mrs Deborah Ivory-Webb – School Business Manager
Ali Brabner – Clerk

Approved: HC 08/07/20
FGB: 9th June 2020

	<p>9 Add DBS details and training to profile on GovernorHubAll C/F ACTION 6</p> <p>Q: Are DBS underway for new Governors? A: Under lockdown, different rules. Should have had link from DBS, once complete, then comes back to individual. DI-W to check. ACTION 7</p> <p>10 Allocate Link Governor areas. HC C/F ACTION 8</p> <p>11 Exams Policy to be returned to be finalised. MB Agenda Item 10.</p> <p>12 A mechanism for recording changes to policies to be arranged. MB/HC Proposal sent. HC to send to Clerk ACTION 9</p> <p>13 Covid-19 Annex to SEND policy to be approved by MB & HC. MB/HC Complete.</p> <p>14 New policy system to be reviewed at T&L Committee 1/7/20. Clerk Will happen at meeting on 30th June 2020. ACTION 10</p> <p>15 Follow up HfL offer to support Monthly Accounts preparation. MB Complete. Organised for first visit 24th June and then 2 days in July.</p> <p>16 Ask MM or MW to attend next Pastoral Committee. Clerk Will happen. ACTION 11</p> <p>17 Add records of Link Governor contact to GovernorHub. All Ongoing. ACTION 12</p>	<p>All</p> <p>HC</p> <p>HC</p> <p>HC</p> <p>Clerk</p> <p>Clerk</p> <p>All</p>
<p>7.</p>	<p>To elect designated Governors for Mental Health and Children Looked After.</p> <p>Two designated Governors needed – one for mental health and one for CLA.</p> <p>Q: Will anyone volunteer for Mental Health role? A: Yes - PA</p> <p>Q: Anyone else like to volunteer? A: No.</p> <p>PA appointed, proposed by MT, seconded by PL.</p> <p>Q: CLA Governor - would anyone express an interest? A: MT happy to do for a year. Could we have 2 so that someone else can carry on.</p> <p>MT appointed, proposed: by BS, seconded by CG.</p>	
<p>8.</p>	<p>To receive the Management Accounts.</p> <p>These were supplied before the meeting.</p>	

<p>Q: Line 39 for additional income. What is this £125k. FS Monitor tab. A: Growth funding from HCC for additional funding for 45 students. Next year it will be in GAG. Rest due in May or June.</p> <p>Q: Line 77 Trips and visits. Negative expense. Should this be an "in and out"? A: More problematic this year because of refunds.</p> <p>It is in the expenses side and is negative so acts as income. Should be income in top half and expense in second half to nett out. DI-W to look into. ACTION 13</p> <p>Q: If not right, the deficit will be bigger? A: DI-W to look into</p> <p>Q: Catering income – the accounts have some in for remainder of year. Will we get this? A: As closed, we did not know if Pod area would be open after half term. However, unlikely so probably need to revisit in May or June. Management costs should be reduced.</p> <p>Deficit for year £113.5k £10k waiting to be banked. Still have £15k from HEF. Anticipating savings to be made as not spending on resources, cover, supply etc. Need to draw down Buy a Brick – should be about £45k. Anticipate ending year with balanced budget.</p> <p>Q: Is there any more from Capital Expenditure from the Pavilion? A: Yes, a little. We have some to pay, not within these numbers. Some additional money from the Charitable Trust and not drawn down yet.</p> <p>Q: Is there an update on Evers Claim? A: Nothing. Year old on 7th Sept. Significant snagging to do. Should be contacted soon from Evers but nothing yet.</p> <p>Q: Music – we are predicting shortfall. Is that coming in? A: No, whole of summer term wiped out, but parents are being offered virtual lessons</p> <p>Q: Donations – where is this from – line 36? A: Several places. Need to pull a report for this.</p> <p>Q: Could there be any hidden nasties in the Evers potential overcharge? Now a year into this. No interest being added on back charges. Odd that they are not chasing which is concerning. A: Tillyard are the people coming up with end figures. Last conversation was that they would need to prove their fees. £124k could be agreed but not another £350k which Evers need to prove.</p> <p>Q: Penal interest is a concern. As far as we are aware there isn't any? A: Not that we know of.</p>	DI-W
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	<p>Q: If we know we are liable for some legitimate costs, if there are penalties we should pay into an account to minimise impact. We need to be aware.</p> <p>A: Tillyard have handled this many times and the delay is because it is difficult to prove.</p> <p>Q: Please confirm with Tillyard that we will not pay penal interest.</p> <p>A: DI-W will ask. ACTION 14</p> <p>Q: Are we claiming against HCC?</p> <p>A: Can't do this until we have figures. Then will pursue with HCC or UK Power Networks.</p> <p>Q: For future meetings, could we have a list of acronyms for those who are not financially minded.</p> <p>A: Will do. ACTION 15</p> <p>Management accounts for March and April were accepted.</p>	<p>DI-W</p> <p>DI-W</p>
<p>9.</p>	<p>To receive a verbal update on the plan for Policy Management.</p> <p>This is in early stages of reviewing process and policies. Plan has been created. Shared with SLT. HC in touch with "volunteers" amongst Governors and now underway. Phase 1 looking at Statutory policies and those relating to the Equality Act. SLT have been looking at model policies. For next board meeting will have more detailed look at this.</p> <p>LT joined the meeting – 18.36.</p> <p>This is a long term project and may go on past October.</p>	
<p>10.</p>	<p>To consider approval of the following policies:</p> <p>Virtual Meetings Policy Bottom of first page, need a comma after virtually. Info at end needs to be on a cover sheet. No dates in it. This will be transferred to new template.</p> <p>Q: This says we cannot attend more than 2 meetings in a row virtually. What about Covid-19 restrictions?</p> <p>A: This is altered later on.</p> <p>APPROVED with amendments above. ACTION 16</p> <p>Exams Policy Minor formatting issues to put headings at top of pages.</p> <p>APPROVED with amendments above. DI-W to format and pass to CH to upload. ACTION 17</p>	<p>CG</p> <p>D-IW</p>

<p>Policy for Offsite Visits and LOtC Activities Some formatting needed again. ACTION 18</p> <p>Q: Says should be Governor responsible for Trips. Who is this? A: We do not have one. Need to consider this. HC to determine whether we do need a nominated Governor. ACTION 19</p> <p>Q: Are we in danger of transgressing into operational area? A: We just need to check legality. Only intervention considered. Policy is a model policy from HfL.</p> <p>Bring back to July FGB. ACTION 20</p>	<p>DI-W</p> <p>HC</p> <p>Clerk</p>
<p>Careers Education, Information, Advice and Guidance Policy</p> <p>Q: Is this the standard format? A: No, temporary.</p> <p>Q: Mr McPherson - is he responsible for Careers? A: Yes, website is incorrect.</p> <p>Q: Gatsby benchmarks. Page 4 – under Governance, should we put against the Gatsby benchmark? A: Yes, a good idea. Need to be working towards these which HBS is.</p> <p>P5 spelling error.</p> <p>Q: Will we have who the audience is for on policies? A: Yes.</p> <p>Q: For parents, we need acronyms in full first or a list. A: Convention is first time it is used, should be in full with acronym in brackets afterwards.</p> <p>Q: Page 4 – need Key in front of Stage 5.</p> <p>APPROVED subject to amends above. MB will coordinate amends. ACTION 21</p> <p>CLA Policy New policy. Statutory policy. Model policy form HCC. Adapted for school use.</p> <p>Q: Is it HCC or HfL? A: HCC</p> <p>Q: How many CLA? A: We have 2.</p> <p>Q: Is this typical? A: Yes, for us but not nationally. It is low.</p>	<p>MB</p>

	APPROVED.	
11.	<p>To consider the plan for the wider opening of school from June 2020 (and projected plans for September 2020): to include scrutiny of risk assessment/s, parental and staff feedback, update on staff health, family situations etc. and the impact on provision for those pupils not returning to school.</p> <p>The Steering Group met last night. Tonight, we need to do two things:</p> <ol style="list-style-type: none"> 1. Ratify the school's decision to open the school more widely on Mon 15th June. 2. Receive the first phase of the Risk Assessment and approve this because the Board is legally responsible for the H&S areas. We are NOT responsible for operational areas of the plan. <p>Essential principle is that any wider reopening increases risk. There have been fairly specific instruction from DfE on some areas, not on others.</p> <p>No more that 25% on site at any time to minimise contact. No split day shifts. This is limited face to face contact, and the predominant mode of teaching is still to be remote.</p> <p>Decided to open 2 separate buildings – Pavilion for Year 10, J block for Year 12.</p> <p>We have been also been open in the 6th Form building, and this will continue for key worker and vulnerable children.</p> <p>There will be approximately 40 Year 10 and 25-30 Year 12 students. They will arrive at different times, and leave at different times.</p> <p>Group sizes – divided into 5 groups each – about 8 students in a classroom. Mostly less than 8.</p> <p>Students will queue as arrive (socially distanced), there will be a one way system and a hygiene system in place. Clean as come and go and at then at end. Week 3 sees more movement but will review after week 1.</p> <p>Food and drink – how to manage lunch break was an issue. Could not mange safely so there will be no lunch provision. Students will go home for lunch.</p> <p>Staff – given advice if shielding etc they will not come in. Repeat to children and parents too.</p> <p>Q: In the NGA guidance it talks about feedback from engagement with parents. Have we done that?</p> <p>A: No.</p> <p>Q: Is there a plan for this?</p> <p>A: Reasonable to ask eg how effective is the provision but they have not experienced it yet.</p>	

Q: Staff document talks about other year groups. Year 11 are not referred to. Is this an error?

A: Year 11 not added as taken over by 6th form group. No remote learning for Y11.

Q: Are staff keeping touch on weekly basis for all years?

A: Not for Years 11 or 13. Will encourage contact after the centre assessment deadline.

Q: Date of next review – says under review. Do we have a formal date?

A: See no advantage to a formal review in the dynamic situation. Do not anticipate major changes. Do not want to schedule this.

Agreed MB will update after 2 weeks. **ACTION 22**

MB

Plan will need to be different in week 3 because of option blocks. Meeting later this week to plan.

Q: Any further Risk Assessment questions?

Q: Between the 2 sessions, what is the protocol to use toilets? Will they be cleaned between uses?

A: No. The handwashing is key.

Q: What about a queue to use them?

A: Only one person can leave classroom at a time so no queue as 20 toilets.

Q: A number of parents do not understand rationale of why boys come in for 2 hours – if they are there, why can they not stay for the whole day? This would meet Government guidelines.

A: Because we are not providing a lunch break as social distancing cannot be managed. This is the safest thing to do.

Q: Can we not do this at lunch time?

A: No, we think that is where the risk will grow. Therefore have to send them home before lunch.

Q: On last page, first aid provision. Says only one person in the room – should this be first aider and person requiring it.

A: Should be one child. First aid will be dealt with by teaching staff. Will be one first aid qualified person in at all times.

Q: Is there PPE for first aiders?

A: Yes, it is specified in Risk Assessment.

Q: Logistics for anyone coming to reception. No visitors allowed to school. Deliveries are intercepted. Is that correct?

A: Most off loaded by glass window by reception. Deliveries moved and then left for a few days and then sent to correct department. Working well now.

	<p>The Governing Board unanimously agreed to RATIFY THE SCHOOLS DECISION open more widely from June 15th.</p> <p>The Governing Board unanimously agreed to APPROVE PHASE 1 of the dynamic Risk Assessment document.</p> <p>We need a mechanism for Governors to know about change to the Risk Assessment – do this by email.</p> <p>ACTION 23</p>	MB
12.	<p>To receive and consider any Link Trustees Reports / updates.</p> <p>PL – received info on High Performance groups. Reviewing currently but not concluded.</p> <p>Q: Do we need a report for Zoom chats? A: No, just a record.</p> <p>Maths, Science, English and Sixth Form conversations have taken place.</p>	
13.	<p>To receive update on Safeguarding.</p> <p>There are no issues to update. In current circumstances need a weekly update. This is happening every week. One ceased to be a live case and one commenced.</p>	
14.	<p>To note Trustee Development.</p> <p>SM – Safeguarding course (record on GovernorHub).</p> <p>Training is on Zoom so quite useful.</p> <p>JT on H&S on 25th and Safeguarding on 30th.</p> <p>HC going to Herts Chairs Briefing on 24th June 2020.</p>	
15.	<p>To receive any other business notified in item 5.</p> <p>Race and Equality</p> <p>There is concern at HCC that there could be a swelling demand for curriculum delivery to address historic past of this country. HBS has long history of equipping boys' minds, but HCC believe may need to address curriculum.</p> <p>Need to continue to be clear and honest and are determined to continue with policy to develop independent young minds.</p> <p>This was reviewed at school on Monday and is widely addressed. Governors believe the school is doing a great job and give boys capacity to make decision for themselves with clear education.</p>	

15	Provide a list of financial acronyms for next meeting.	DI-W	
16	Amend Virtual Meeting Policy.	CG	
17	Format Exams Policy and pass to C Hope to upload.	DI-W	
18	Policy for Offsite visits and LOtC Activities to be reformatted.	DI-W	
19	Determine whether Governor responsible for Trips is needed.	HC	
20	Return Policy for Offsite visits and LOtC Activities to FGB.	Clerk	
21	Coordinate amendments to Careers Education, Information, Advice and Guidance Policy.	MB	
22	Update Governors on review of wider opening of school Risk Assessment after 2 weeks.	MB	
23	Changes to Risk Assessment to be emailed to Governors.	MB	
24	T&L Committee to consider whether to consider further how race and equality are covered in the curriculum in September.	Clerk	
25	Determine when a Governor could attend a meeting to thank staff.	MB	Taking place 12/6/20

Approved: H. Carlin 8th July 2020
 FGB: 9th June 2020