



Hitchin Boys' School

MINUTES FOR FULL GOVERNING BOARD MEETING Wednesday 3rd March 2021 at 6.30pm

Board Members	Attendance 2020/2021	Present at this meeting
Dr Helen Corkill (HC) Co-opted Governor – Chair	3/3	Dr Helen Corkill (HC) Co-opted Governor – Chair
Mrs Cheryl Grainger (CG) Community Governor – Vice Chair	3/3	Mrs Cheryl Grainger (CG) Community Governor – Vice Chair
Mr John Turney (JT) Parent Governor – Vice Chair	3/3	Mr John Turney (JT) Parent Governor – Vice Chair
Mr Phil Addison (PA) Parent Governor	3/3	Mr Phil Addison (PA) Parent Governor
Mr Neil Broughton (NB) Parent Governor	3/3	Mr Neil Broughton (NB) Parent Governor
Mr Bryan Gillingham (BG) Community Governor	3/3	Mr Bryan Gillingham (BG) Community Governor
Ms Kirsty Harvey (KH) Parent Governor	1/1	Ms Kirsty Harvey (KH) Parent Governor
Mr David Hutchinson (DH) Community Governor	3/3	Mr David Hutchinson (DH) Community Governor
Mr Phil Laws (PL) Community Governor	3/3	Mr Phil Laws (PL) Community Governor
Mr Steven Marlow (SM) Community Governor	2/3	Mr Steven Marlow (SM) Community Governor
Ms Jen McCall (JM) Staff Governor	1/1	Ms Jen McCall (JM) Staff Governor
Mr Fergal Moane (FM) Head teacher	3/3	Mr Fergal Moane (FM) Head teacher
Mrs Janet Radley (JR) Co-opted Governor	3/3	Mrs Janet Radley (JR) Co-opted Governor
Miss Kathryn Rainbow (KR) Staff Governor	3/3	Miss Kathryn Rainbow (KR) Staff Governor
Mr Bhagwant Singh (BS) Co-opted Governor	3/3	Mr Bhagwant Singh (BS) Co-opted Governor
Mrs Liz Taplin (LT) Staff Governor	3/3	Mrs Liz Taplin (LT) Staff Governor
Mr Michael Taylor (MT) Community Governor	3/3	Mr Michael Taylor (MT) Community Governor
Cllr Richard Thake (RT) Community Governor	3/3	Cllr Richard Thake (RT) Community Governor
Ms Jo Weston (JW) Parent Governor	1/1	Ms Jo Weston (JW) Parent Governor
Mr Kris Whitmore (KW) Community Governor	3/3	Mr Kris Whitmore (KW) Community Governor

In attendance:

Connor Rathbone (CR) – Head Prefect
Ali Brabner – Clerk

	The meeting was conducted remotely using MS Teams owing to Covid-19 restrictions. The meeting was quorate.	Action
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Approved: _____
FGB: 3rd March 2021

1.	<p>Welcome and introductions.</p> <p>The meeting commenced at 6.15pm as all Governors were present following the AGM. Governors were welcomed to the meeting.</p>	
2.	<p>To receive apologies and approve absences.</p> <p>None – all Governors were present. RT indicated that he would need to leave the meeting at 7.30pm.</p>	
3.	<p>To declare any conflict of interest that may arise during the meeting and any changes in declarations of interest.</p> <p><i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item.</i></p> <p>None were declared.</p>	
4.	<p>To receive notification of any other business for item 24.</p> <p>Vision 2025</p>	
5.	<p>To receive the Head Prefect report.</p> <p>CR joined the meeting.</p> <p>Thank you to CR for joining the meeting.</p> <p>It has been a while since the last meeting and a lot has changed. All students are happy to return to school and to have face-to-face teaching. Remote learning has been good but far from ideal. When all students return, it will benefit all and is a step on the return to normality. School is prepared for testing so safer for all.</p> <p>Announcement about exams – some confusion and anxiety but this has been dealt with and students and parents reassured. Some disparity between departments but this is being worked on. Has increased motivation as students know marks are not fixed yet.</p> <p>Prefect team has been working through lockdown – they arranged leavers hoodies and are looking to organise a Prom. This is likely to be slightly different to normal but hopefully at the start of July. Students looking forward to returning to face-to-face teaching and seeing peers and teachers. Hope vaccine success continues and can end term in a more normal situation.</p> <p>Thanks were given to CR for joining and enjoy the return to school next week.</p> <p>CR left the meeting.</p>	
6.	<p>To approve the minutes of FGB on 26th November 2020.</p> <p>The minutes were agreed as an accurate record and were APPROVED.</p> <p>There will be signed electronically.</p> <p>ACTION 1</p>	HC

7.	<p>To consider any matters arising from FGB on 26th November 2020.</p> <p>1 Sign minutes of 30/9/20 FGB remotely. HC COMPLETE</p> <p>2 Check confirmation of reading and understanding of KCSIE on GovernorHub and email Clerk if updated. All CLERK TO CHECK AND ISSUE REMINDER.</p> <p>ACTION 2</p> <p>3 Confirm to Clerk GovernorHub contact details are up to date. All CLERK TO SEND REMINDER</p> <p>ACTION 3</p> <p>4 Decide how to report Horizon Scanning. HC DETERMINE NEXT ACADEMIC YEAR</p> <p>ACTION 4</p> <p>5 Terms of Reference to be reviewed at next Pastoral Committee meeting. PA / Clerk AGENDA ITEM 9</p> <p>6 H, S&P and Pastoral Terms of Reference to 3/3/21 FGB. JT, PA, Clerk AGENDA ITEM 9</p> <p>7 Confirm ratification of new Parent Governors to J Norman-Smith. Clerk COMPLETE</p> <p>8 Inform school of re-appointment of CG, MT and PA. Clerk COMPLETE</p> <p>9 Agree Committees and Induction programme for JM. HC COMPLETE – induction ongoing</p> <p>10 Submit visit forms to Jenny Norman-Smith. All COMPLETE / ONGOING – NO VISITS CURRENTLY</p> <p>11 Ask for prior year outturn to be added to monthly accounts. BS C/F – BG AND BS TO DISCUSS SEPARATELY AND ADVISE.</p> <p>ACTION 5</p> <p>12 Check HBS email for SchoolBus registration email. ALL LINKS WILL BE ON HBS ACCOUNT. LET HC KNOW IF ISSUES.</p> <p>ACTION 6</p> <p>13 Send details of how to access SchoolBus. HC COMPLETE</p> <p>14 Change Governor for CLA to MT on annual report from the Designated teacher for Children Looked After (CLA). FM COMPLETE</p> <p>15 Please ensure use HBS email for HC and DH. All Would not be allowed to use personal email in a corporate environment. For security should use the HBS email system. HC AND SM TO DISCUSS AND PLAN.</p> <p>ACTION 7</p> <p>16 Consider use of HBS and personal emails. HC/SM ACTION 7</p> <p>17 Arrange cakes for staff on 11/12/20. HC / FM COMPLETE</p> <p>18 Send note to thank to Dot Ward. HC COMPLETE</p>	<p>Clerk</p> <p>Clerk</p> <p>HC / Clerk</p> <p>BG / BS</p> <p>All</p> <p>SM/HC</p>
8.	<p>To approve the use of the electronic signature function on GovernorHub.</p> <p>This was unanimously APPROVED.</p> <p>Q: Where are draft minutes placed?</p> <p>A: In the folder for the next meeting. Clerk will send a link to file for signature for approved minutes which will be in the Approved Minutes folder for each committee.</p>	
9.	<p>To receive an update on the Terms of Reference of the following committees:</p> <p>Pastoral: The committee agreed to use existing ToRs but will discuss updating them during the year.</p> <p>H,S&P: This is in process. Will go to next H,S&P meeting for approval.</p>	

10.	<p>To receive an update on the Articles of Association and the Funding Agreement, ToR Academy Trust Members and Deed for Land Registry and Option Notice.</p> <p>Realised last year that the Articles of Association needed updating – the original Articles adopted at academisation had not been updated. There had been a misunderstanding on the role of Members. The school solicitors have submitted updated Articles of Association, Funding Agreement and a Deed for land registry to the DfE and are awaiting approval.</p> <p>Once these are agreed, there will be a number of changes but await the verdict! Will send info to governors at that point, hopefully before the next meeting.</p>	
11.	<p>To receive the Headteacher report including Covid-19 update.</p> <p>This comprehensive report was received before the meeting.</p> <p>Key activities have been: Contact tracing. Arranging laptops Counselling Setting up and running the Testing Centre Remote Learning.</p> <p>Hoping to get back to core education purpose very shortly!</p> <p>Volunteers have been working in the testing hub. Lateral Flow testing will be a drain on resources. However, looking forward to seeing students back in school. Will be able to offer reassurance once back, particularly for those in years 11 and 13.</p> <p>It has been a tough week – deluge of email! However, there is much positivity and kindness and working together.</p> <p>School effectiveness advisor – visited remotely and report was provided before the meeting. Validated the good progress, particularly for SEND. Suggested focus on Pupil Premium students next year.</p> <p>Staff and Students surveys were provided before the meeting. Have tried very hard to address issues around mental health, isolation and general happiness through strong communication. Engagement with remote learning has been really good.</p> <p>Q: Learning has been excellent. Should not underestimate the effort that goes into it. The Student Survey showed 70% think effective at learning and motivation. What is the staff view on this?</p> <p>A: Varied by year group and week!! Flagging at one stage so did no screen times which really helped motivation e.g., crepe making, football, Crystal Maze. 30-50 students on site so can see what is happening at any time without joining lessons remotely. Years 11 and 13 did dip a few weeks ago with lack of direction from DfE but hopefully can reset that motivation now and there is an end date. Meeting all year 11 to provide support and prep for 6th form. Similar with year 13. If engagement remained poor, have bought students on site which has helped.</p>	

	<p>Q: This is a very detailed and useful report. North Herts Teaching School Alliance - could you tell us more?</p> <p>A: Just something you need to be aware of. North Herts Teaching School Alliance is a teaching school hub which is expiring. Did re-bid but were unsuccessful - the DfE wants to reduce the number. Chiltern Teaching Alliance and Sandringham are those locally and need to decide who to work with. There will be a funding impact - up to c£10k.</p> <p>Q: Really impressed with relationship between staff and students. Uplifting experience – the resilience etc. is remarkable as is the ingenuity with learning.</p> <p>Will have a gentle return and focus on relationships, friendships and praise. Concentrate on those things they cannot do at home.</p> <p>New report format is excellent. Link provided to newsletter – do have a look at as this is excellent. Will probably move this to weekly.</p>	
12.	<p>To receive an update on the tender for the appointment of Auditors for 2020/21.</p> <p>This was covered in AGM. Streets, MacIntyre Hudson, Buzzacots and UCHY will be asked to tender and may add a fifth company.</p> <p>Looking to agree a date when need to respond by. In early April hoping to review and make a recommendation to Members.</p> <p>BS will be invited to Members meeting.</p>	
13.	<p>To receive the Management Accounts.</p> <p>These were provided before the meeting.</p> <p>These were reviewed at Resources.</p> <p>Budget was cautious but this will be reviewed.</p> <p>There were no further questions.</p>	
14.	<p>To receive Committee reports (verbal):</p> <p>Pastoral 26/01/21</p> <p>Used a new format of agenda which worked well. Considered 2 policies in particular – Social, Emotional and Mental Health and Staff Wellbeing. Thanks to FM and SLT for all work on these and the recommended policies are really good. At the moment, 75 students receiving counselling and 13 supported through CAMHS. Gives a feel for workload. Have bought in NESSie – mental health charity offering support. Half termly supervision for pastoral team and staff training. 1 day week support for ASD students. Can provide counselling support if required. Also have employee support service from pension provider.</p> <p>Q: How is NESSie funded?</p> <p>A: Receive some funding from Herts County Council (HCC). This current work we are being charged for. Will provide link to them. <i>(This was shared during the meeting via Teams:</i> https://nessieined.com/about-us/<i>)</i></p>	

	<p>Resources 4/2/21</p> <p>Meeting focussed on management accounts and audit. 2 Responsible Officer reports – payroll and procurement. Very little found. Risk Register reviewed – this has been updated to bring in COVID issues. Many are H&S issue and will be picked up in that committee. Staffing update was in HT report. 2 new doctors in Science dept!</p> <p>Health and Safety 09/02/21</p> <p>Terms of Reference were discussed. Meeting was heavily COVID based but basic agenda is now fixed. Review of Fire Evacuations and the Governor management checklist. Site staff – thanked for all the additional cleaning – cannot thank enough! CIF bids have gone in for windows and gas supply to science lab. Waiting to hear.</p>	
15.	<p>To receive an update on the Manor Court development.</p> <p>Outside HT office. Nearing completion. There should not be windows on the wall facing school – however there is one which is not on the plans. Steering Group decided this should be raised. Have written to the planning dept and are awaiting response. Concern is around issues in the future.</p>	
16.	<p>To receive an update on the schedule for update of Statutory Policies and to consider approval of the following policies:</p> <p>Have prioritised Statutory Policies which either need review or updating. Used SchoolBus as the basis. Will now need to determine the next priorities.</p> <p>ACTION 8</p> <p>Pastoral: Staff Wellbeing policy was APPROVED.</p> <p>Child Protection and Safeguarding policy was APPROVED.</p> <p>Social, Emotional and Mental Health Policy was APPROVED.</p> <p>RT left the meeting.</p>	HC/FM
17.	<p>To ratify Chair’s Action to approve Exclusions Policy, Admissions Policy, Complaints Policy and Procedure, Equality Objectives Statement, Equality Information and Objectives Policy and Remote Learning Policy.</p> <p>Chair’s Action was RATIFIED.</p> <p>Q: Do we gather statistics on ethnicity for students and staff? A: DfE initially obliged schools to gather this but then changed minds. Therefore do not collect. For recruitment, not sure what we record - will let know.</p> <p>ACTION 9</p> <p>Q: Does the make-up of staff mirror the students and local population?</p>	FM

18.	<p>To receive an update on the Skills Audit.</p> <p>Have completed the skills audit – 100% reporting! Will add to GovernorHub and will circulate on email.</p> <p>ACTION 10</p> <p>Analysis across whole board – good balance with only a couple of weaker areas. Will share this info separately.</p>	HC
19.	<p>To consider progress on updating of training records on GovernorHub.</p> <p>Need to see regularly the training undertaken, particularly Safeguarding, up to date Exclusion training etc. If need to put panels together may need particular skills. Please update.</p> <p>ACTION 11</p> <p>Q: Shouldn't training update automatically. A Does not always update properly. Do check and add outside training too.</p>	All
20.	<p>To note any Covid-19 annex changes for SEND / Behaviour Policy.</p> <p>No further changes.</p> <p>Strongly encourage testing and mask wearing but these cannot be enforced so encouraging compliance.</p> <p>Testing consent – 96.7%.</p> <p>Q: If masks become norm after Easter, would we update? A: Not sure. Some of questioning is valid and can impact teaching and learning. Supportive of current stance on return.</p> <p>Q: Quite a few parents seem concerned about masks? Is it worth pointing out NHS are all wearing? A: Peer action is often a great motivator.</p>	
21.	<p>Update on proposed Link Visits March – July 2021</p> <p>With exception of new parent Governors, all have allocated link. This has not been activated yet. Will wait until after Easter. If possible, will try to get one visit in summer term, subject to being appropriate.</p> <p>Avoid until after 18th June please!</p> <p>Q: For newer Governors, could we have some training for this? A: Yes. Have approached PL who will help with this.</p> <p>ACTION 12</p>	
22.	<p>To consider the Tea Party with Staff 2021.</p> <p>Usually takes place in May. Cakes! Purpose is for Governors and staff to meet. Unlikely to be able to happen this year.</p> <p>Might be possibility of doing this just after 21/6/21. Will try to arrange an event shortly after restrictions lifted. Welcome any suggestions- focus on social rather than fact finding etc.</p>	

	<p>HBS to host Founders' Day this year – may be able to happen but haven't fixed date yet. Will need to avoid that week – date tbc.</p> <p>Quiz last year. Would like to avoid virtual if we can. Small groups, spread out. Competitive element please!</p>	
23.	<p>To note Trustee Development.</p> <p>HC – HfL Chairs' Strategic Briefing. PL – Exclusions refresher. JR – Exclusions and Financial Insights training. KH - Introduction to Governance 1 & 2.</p> <p>Recording of HfL webinar on The Key for School Governors and GovernorHub – HC to chase. ACTION 13</p>	HC
24.	<p>To receive any other business notified in item 4.</p> <p>Vision 2025</p> <p>Comments submitted. Getting good selection of comments and sent to FM. Do send in any comments. Will put small groups together to discuss and then work on next steps when appropriate. ACTION 14</p> <p>Finalise soon after Easter if possible. Vision should lead into School Development Plan.</p> <p>Thanks to all who have contributed. Overwhelmingly positive.</p> <p>Good luck to school on return!</p> <p>Next meeting 13th May 2021.</p>	All
Close of meeting: 19.58		

Summary of Actions Agreed			
Action Point	Action	Responsibility	Status
1	Sign minutes of the meeting on 26/11/20 on GovernorHub.	HC	
2	Check confirmation of reading and understanding of KCSIE on GovernorHub and issue reminder.	Clerk	
3	Send reminder to confirm to Clerk GovernorHub contact details are up to date.	Clerk / All	
4	Decide how to report Horizon Scanning next year.	HC / Clerk	
5	BG and BS to discuss separately whether prior year outturn to be added to monthly accounts.	BG/BS	
6	Let HC know if any issues with SchoolBus registration.	All	
7	SM and HC to discuss use of HBS email and determine plan.	SM/HC	

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8	Determine next policies to be reviewed.	HC/FM	
9	Let Governors know whether the ethnicity of applicants during recruitment is recorded and whether the makeup of staff reflects the students and local community.	FM	
10	Share the Skills Audit via email and place on GovernorHub.	HC	
11	Ensure GovernorHub training records are up to date.	All	
12	Arrange Governor Visit training	HC / PL	
13	Chase recording of Key for Governors GovernorHub update.	HC	
14	Send any further comments on Vision 2025 to HC.	All	