



Hitchin Boys' School

MINUTES FOR FULL GOVERNING BOARD MEETING Wednesday 4th March 2020 at 6.30pm

| Board Members | Attendance 2019/2020 | Present at this meeting |
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| Dr Helen Corkill – HC Co-opted Governor - Chair | 1/2 | Dr Helen Corkill – HC Co-opted Governor - Chair |
| Mrs Cheryl Grainger – CG Community Governor – Vice Chair | 2/2 | Mrs Cheryl Grainger – CG Community Governor – Vice Chair |
| Mr John Turney – JT Parent Governor – Vice Chair | 2/2 | Mr John Turney – JT Parent Governor – Vice Chair |
| Mr Phil Addison – PA Parent Governor | 2/2 | Mr Phil Addison – PA Parent Governor |
| Mrs Emily Brinkley – EB Staff Governor | 1/2 | Mrs Emily Brinkley – EB Staff Governor |
| Mr Neil Broughton – NB Parent Governor | 1/1 | Mr Neil Broughton – NB Parent Governor |
| Mr Martin Brown – MB Headteacher | 1/2 | |
| Mr David Hutchinson – DH Community Governor | 1/1 | Mr David Hutchinson – DH Community Governor |
| Mr Phil Laws – PL Parent Governor | 1/2 | Mr Phil Laws – PL Parent Governor |
| Mr Steven Marlow – SM Community Governor | 1/1 | Mr Steven Marlow – SM Community Governor |
| Mrs Janet Radley – JR Co-opted Governor | 2/2 | Mrs Janet Radley – JR Co-opted Governor |
| Miss Kathryn Rainbow – KR Staff Governor | 2/2 | Miss Kathryn Rainbow – KR Staff Governor |
| Mr Bhagwant Singh – BS Co-opted Governor | /2 | Mr Bhagwant Singh – BS Co-opted Governor |
| Mrs Liz Taplin - LT Staff Governor | 2/2 | Mrs Liz Taplin - LT Staff Governor |
| Mr Michael Taylor – MT Community Governor | 2/2 | Mr Michael Taylor – MT Community Governor |
| Cllr Richard Thake – RT Community Governor | 2/2 | Cllr Richard Thake – RT Community Governor |
| Mr Kris Whitmore – KW Community Governor | 1/1 | Mr Kris Whitmore – KW Community Governor |

Apologies:

Mr Martin Brown

In attendance:

Mrs Ali Brabner – Clerk

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| | PART 1 | |
| 1. | To receive apologies and approve absences Apologies were received and accepted from Mr Martin Brown. | |
| 2. | To declare any conflict of interests None were declared. | |
| 3. | Identification of items of Any Other Business Confidential Item. | |
| 4. | To approve the minutes of the previous meetings The minutes of the meetings held on 28/11/19 were agreed as accurate, APPROVED and signed subject to the following amendment: Head boy referred to as George in Item 19 – change to Henry. | |
| 5. | To consider matters arising from the previous meeting There were none. | |
| 6. | <p>To receive Head Prefect Report Henry McElroy (Head Prefect) was unable to attend and kindly asked Dominic Cutter (DC), one of his deputies, to attend on his behalf.</p> <p>Since the last meeting the Christmas Market had taken place including turning on of the Christmas lights. Pupils had set up stalls, helped with teas etc and helped to clear away.</p> <p>Year 13 mocks took place in January – there were a range of results. The vast majority of students felt results matched the effort they had put in.</p> <p>An LGBT & Friends forum has been set up to increase inclusivity, to improve security, and help students feel safe. This has been very successful and is open to all students.</p> <p>Sport Relief will take place on Friday 13th March and HBS will have a non-uniform day to raise funds. The Music Dept will be going to the town square and will perform and have many activities, all to raise money. There will also be a football match on 1st May in aid of two charities.</p> <p>The current senior prefect team will present to current year 12 before they consider applying to join the senior prefect team for next year.</p> <p>Year 13s currently all have heads down revising!</p> <p>Q- How are students feeling about the Head leaving? A – DC was not sure what his peers think. However, personally he feels it is a real shame he is leaving. The school has developed and done wonderful things with him being here. However, DC is confident the new Head will be good. HC reassured that a robust procedure was in place to ensure this. They will be interviewing prospective Heads on 16/17 March – Senior Prefects to be involved please! They will be asked to write questions and be involved in a couple of activities.</p> | |

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| 7. | <p>To consider Governance matters:</p> <p>The appointments of Phil Laws (Community Governor), David Hutchinson (Community Governor), Steven Marlow (Community Governor), Kris Whitmore (Community Governor) and Neil Broughton (Elected Parent Governor) were noted.</p> <p>All appointments were RATIFIED.</p> <p>Ginny Wilson resigned on 1st March 2020.</p> <p>Election of Headteacher Recruitment Panel members will be discussed in Part 2, Confidential.</p> <p>Admissions Policy – this was APPROVED by email for Chair’s action. This was not changed from last year.</p> <p>RT stated that in future he would need to declare an interest if changes were to be proposed to Admissions policy.</p> | |
| 8. | <p>Headteacher Report Report had been received.</p> <p>The school increased Published Admission Number (PAN) 2 years ago. These increased numbers will move through by year group and the school will grow with this. In 2024, Y11 will get to full size.</p> <p>Q – Science rooms – Is another Lab is needed? A - This is being addressed.</p> <p>Q – Will the change in space for particular curriculum areas impact other subjects? A – Technology is no longer compulsory so fewer pupils taking. The way other curriculum areas are taught has changed so no direct impact.</p> <p>Q – Is there a capital development plan? A - ESFA funding has been applied for. This is a bid process. Applied for new funding this year which was not successful.</p> <p>Q - Is there space for 200 more students? A – Yes, there is space. All the new blocks have been to plan for this increase in PAN.</p> <p>Q - Is anything else critical for 2024 full numbers? A – Science is the critical one. Ongoing applications for funding – this something for new Head to focus on.</p> | |
| 9. | <p>Committee Reports</p> <p>Pastoral Committee Met 28th January 2020. Some actions remain.</p> <p>Q – How is GovernorHub going? A - Much better than previous system. Any requests, please let the Clerk know and these can be actioned. Links will be put on calendar to take directly to the folder. ACTION 1</p> <p>The following policies have been proposed to the FGB for approval:</p> <p>Attendance Home School Agreement School Rules / Mobile phones Safeguarding and Mental Health Equality</p> | All / Clerk |

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| | <p>Home School Agreement</p> <p>Q- Home School Agreement: In the first section should we have that the school will also not record anything? A - There may be things in school which need to be recorded in lessons. Unauthorised recordings are the key – the wording needs to be re-thought.</p> <p>Q- Should we approve the current proposal and amend later in the year? A – We need to get this approved quickly for new students who have been offered places in the past few days.</p> <p>There have been issues with pupils and parents making recordings of meetings without knowledge and consent. At council meetings, the meeting is told if recordings are being made. Proper recordings should surely be allowed but all must know that recording is taking place. This should not happen without consent of all parties.</p> <p>The Home School Agreement used to be a page in a planner – these planners are being removed and this policy now needs to be sent to new students. Q – How will this go to existing students? A – It will go via EduLink.</p> <p>It was AGREED that this should be returned to SLT to re-look at wording - check and suggest new wording and this will be forwarded for approval. Phil Dawson (PD) to check. JT to liaise with PD. Copy to MB. The amended version will be approved by email and approved for Chair’s Action. Wording should be “As a student I will” rather than “I will do my best to” for all sections. ACTION 2</p> <p>Safeguarding Policy</p> <p>Q: Do pupils know who to go to for support? A - Yes.</p> <p>There should be a Governor with responsibility for Mental Health. School should have a leader for this and deputy. Q: Could the school inform the GB who this is? ACTION 3</p> <p>Governing Board to appoint a link Governor when roles are reviewed with new Governors. ACTION 4</p> <p>Q: How do you enforce checking student’s phones if necessary? A - Ask, if refused speak to parents. Students understand they should comply. Student asked to “show me please” so that student is part of this. School needs to be careful in these situations. PD and Rose Oliva (RO) are very good in these situations.</p> <p>Policy states that laptops are supervised at all times. This is not the case in sixth form.</p> <p>Safeguarding Policy to be returned to SLT with comments attached. JT to send back to PD. Suggest starting afresh with an exemplar policy. ACTION 5</p> <p>Attendance, School Rules / Mobile phones and Equality policies APPROVED.</p> <p>Resources Committee</p> | <p>JT / PD</p> <p>MB</p> <p>Governing Board</p> <p>JT</p> |
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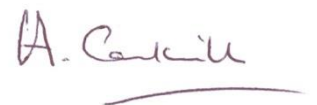
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| | <p>The following policies were proposed by Resources Committee and APPROVED by FGB:</p> <p>Disposals Governors' Allowances Leave of Absence Disciplinary</p> <p>Off sites visit policy was not agreed at Resources but returned to SLT for further work.</p> <p>7.05pm – PA arrived.</p> <p>The Management Accounts are still in old format. HfL coming in to help 2 days a month but new format still not there. Chair still not getting these monthly.</p> <p>Resources Committee agreed that staff retention was to be added to Risk Register.</p> <p>There were a few issues with audit which are being addressed.</p> <p>Chair's Steering Group Largely went through tonight's agenda and the Part 2 meeting. In due course, MB will be leaving so would like to arrange a Governor event to mark this. Open to all suggestions.</p> <p>Annual tea party with staff takes place just after Easter. Volunteers needed for this. This is an activity session with all Governors and Staff. Starts at 3.45pm for about 45 mins and then a meeting afterwards. Wellbeing was a theme last year. Possible theme could be Digital or e-safety this year. Two volunteers needed to organise.</p> <p>Q – Do Staff Governors have any ideas for this? What do staff love or hate? A - Let's give them some options and then free form ideas on a poll. Link Governors should be with their own link area. Support staff to be overtly included. With new Head, could do a SWOT analysis of things to look at going forward. PA to liaise. ACTION 6 NGA have some good resources for Visible Governance that can be used. There may be some unsettled feelings with a new Head coming so a good opportunity to think about positives and opportunities going forward. Needs good structure.</p> | PA |
| 10. | <p>Policies To discuss management and approval going forward.</p> <p>Some policies are public facing and need to be seen by all, others are internal policies. These will remain on Google Drive.</p> <p>Separate piece of work needed to decide how to manage policies going forward. Need to decide on a Compliance Manager system – HC to coordinate with the school to determine. Looking to bring someone to review, with a "deep dive" into policies. ACTION 7</p> <p>Q – Are there concerns? A – Yes, on a number of fronts. Q – Do we need to authorise expenditure for this? A: Yes, we will put proposals together. Q – Do staff look at what is discussed at FGB? A: Not sure – feeling is probably not. Q- Is there a staff handbook? A – Yes, there is, but not sure if it is up to date.</p> | HC |

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| | <p>The system needs to be reviewed.</p> <p>Do staff have an equivalent to GovernorHub? A – No, just P drive.</p> <p>Q - Where are HR policies held for staff? A - On G drive.</p> <p>Q - Where would you find staff absence policy for instance? A - You would ask particular people e.g. Business Manager.</p> | |
| 11. | <p>Horizon Scanning</p> <p>Governors look at different areas to see what is happening in schools, education, SEN etc. Key issues are highlighted at FGB.</p> <p>Need to decide whether to continue this going forward as GovernorHub does this.</p> <p>Action 8</p> <p>Q - Has anything been discovered in last month? A - Safeguarding – Keeping Children Safe In Education is having a consultation to look at some proposed changes. Link to be added to GovernorHub to the consultation. There has also been some Peer Support Mental Health research. Link to this to be added to GovernorHub. ACTION 9</p> | <p>HC / FGB</p> <p>Clerk</p> |
| 12. | <p>Trustee Development</p> <p>JR – Safeguarding refresher at Barnfield run by HfL..</p> <p>HC – Safer Recruitment refresher.</p> <p>MT – Safeguarding course in December.</p> <p>Ongoing, Governors should add record of training attended to their profile on GovernorHub. Could Governors also add DBS details. ACTION 10</p> <p>Some Governors believed the school held their DBS certificates. Governors must keep their own certificates, and these should be returned. HC to discuss with school. ACTION 11</p> | <p>FGB</p> <p>HC</p> |
| 13. | <p>Link Trustee Reports</p> <p>Governors to be linked with specific areas to provide input and find out about what is happening in school in link areas and flag back any issues to FGB. These link areas to be reallocated. ACTION 12</p> <p>Q - Where do link reports go? A - To the department involved and Head. There is a template to fill in.</p> <p>Template to be put on GovernorHub. ACTION 13</p> <p>Science link report received.</p> | <p>HC</p> <p>Clerk</p> |

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| 14. | Safeguarding JR gave an update on KCSIE consultation. Latest agreed report is on GovernorHub. | |
| 15. | <p>A.O.B.</p> <p>Council Director of Public Health briefed the council on Coronavirus. Herts County Council have set up a dedicated phone line for Headteachers. Advice is straightforward – if you suspect you may have Coronavirus, isolate and call 111. Wash hands generally. No plans to shut schools but if it expands, may have to. Contingency plans are in place.</p> <p>Q - Are their plans for exams? A: JT to discuss with PD. ACTION 14</p> <p>Google drive to be used to provide work for students.</p> <p>Q - Has communication gone to parents? A - Yes.</p> <p>Q - Exams are a concern. Is there a plan as students are getting concerned? A - Exam Boards have reserve papers which could be used in the summer, on a different day.</p> <p>Link to DfE guidance to be put on GovernorHub. ACTION 15</p> <p>Q - Are there any trips likely to be affected? A - Yes, Malaysia. Waiting on Foreign Office advice so at the moment the trip is going ahead.</p> <p>A Confidential Item was discussed.</p> | <p>JT</p> <p>Clerk</p> |
| 16. | <p>Date of next meetings and any items for agenda</p> <p>EGM Tuesday 17th March 2020, 6pm</p> <p>FGB Thursday 14th May 2020, 6pm</p> <p>There were no Items for the agenda.</p> | |
| 17. | Close of Meeting – 8.10pm | |

| Summary of Actions Agreed | | | |
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| Action Point | Action | Responsibility | Status |
| 1 | Let Clerk know of any changes needed to GovernorHub. | All | |
| 2 | Return Home School Agreement to PD for SLT to amend wording and return for FGB approval. | JT | |
| 3 | School to confirm to FGB who the Leader and Deputy are for Mental Health. | MB | |
| 4 | Governing Board to appoint Mental Health link Governor. | Board | |

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| 5 | Return Safeguarding Policy to PD for further amendments. | JT | |
| 6 | Liaise with Staff Governors to suggest format for Governor / Staff Tea Party | PA | |
| 7 | Coordinate with school to determine Compliance Manager system for policies. | HC | |
| 8 | Decide whether to continue with Horizon Scanning. | HC / FGB | |
| 9 | Add links on GovernorHub to KCSIE consultation and Peer Support Research. | Clerk | |
| 10 | Add DBS details and training to profile on GovernorHub. | All | |
| 11 | Ensure school does not hold DBS certificates. | HC | |
| 12 | Allocate Link Governor areas. | HC | |
| 13 | Add template for Link Governor Visits to GovernorHub. | Clerk | |
| 14 | Discuss exam contingency plans with PD. | JT | |



14 May 2020