

# Hitchin Boys' School

## MINUTES FOR A MEETING OF THE FULL GOVERNING BODY

Tuesday 4<sup>th</sup> July at 6.00pm

held in person at the school

Board Members	Attendance 2022 / 2023	Present at this meeting
Dr Helen Corkill (HC) Co-opted Trustee - (FGB Chair)	3/3	Dr Helen Corkill (HC) Co-opted Trustee (FGB Chair)
Mr Neil Broughton (NB) Parent Trustee - (Chair)	3/3	Mr Neil Broughton (NB) Parent Trustee
Mr Bryan Gillingham (BG) Trustee	2/3	Absent
Ms. Kirsty Harvey (KH) Parent Trustee	1/3	Ms. Kirsty Harvey (KH) Parent Trustee
Ms Jen McCall (JM) Co-opted Trustee	0/3	Absent
Mr Fergal Moane (FM) Head Teacher	3/3	Mr Fergal Moane (FM) Head Teacher
Mr Bhagwant Singh (BS) Co-opted Trustee	3/3	Mr Bhagwant Singh (BS) Co-opted Trustee
Mr Kris Whitmore (KW) Trustee	3/3	Mr Kris Whitmore (KW) Trustee
Mr Chris Schanschieff (CS) Trustee	3/3	Mr Chris Schanschieff (CS) Trustee
Mr Philip Addison (PA) Trustee	2/3	Mr Philip Addison (PA) Trustee
Mr David Hutchinson (DH) Trustee	2/3	Absent
Ms Hazel Jones (HJ) Co-opted Trustee	3/3	Ms Hazel Jones (HJ) Co-opted Trustee
Mr Phil Laws (PL) Trustee	3/3	Mr Phil Laws (PL) Trustee
Mr Steven Marlow (SM) Trustee	3/3	Mr Steven Marlow (SM) Trustee
Ms Janet Radley (JR) Co-opted Trustee	2/3	Ms Janet Radley (JR) Co-opted Trustee
Ms Kathryn Rainbow (KR) Co-opted Trustee	3/3	Ms Kathryn Rainbow (KR) Co-opted Trustee
Mr Michael Taylor (MT) Trustee	3/3	Mr Michael Taylor (MT) Trustee
Cllr Richard Thake (RT) Trustee	3/3	Cllr Richard Thake (RT) Trustee
Mr John Turney (JT) Trustee Vice-Chair	2/2	Mr John Turney (JT) Trustee Vice-Chair
Ms Jo Weston (JW) Parent Trustee	2/3	Ms Jo Weston (JW) Parent Trustee
Ms Liz Taplin (LT) Co-opted Trustee	2/3	Ms Liz Taplin (LT) Co-opted Trustee
Ms Vicki Whent (VW) Co-opted Trustee	3/3	Ms Vicki Whent (VW) Co-opted Trustee

### In attendance:

Mr William Galliford (WG) – Head Boy

Mrs Siobhan Morgan – Clerk

No.	Item	Action
1.	<b>Welcome and introductions.</b>	
2.	To receive <b>apologies</b> and approve <b>absences</b> .  Jen McCall, John Turney, Philip Addison and Kirsty Harvey sent their apologies,	

3.	<p>To declare any <b>conflict of interest</b> that may arise during the meeting and any <b>changes in declarations of interest</b>.</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>There were no conflicts of interest.</p>	
4.	<p>To receive notification of <b>any other business</b>.</p> <p>HC had one issue to add which had been submitted to the Clerk beforehand.</p>	
5.	<p><b>Minutes of the Meeting held on 21<sup>st</sup> March 2023</b></p> <ul style="list-style-type: none"> <li>• To approve the minutes</li> <li>• To consider matters arising</li> </ul> <p>The Minutes were approved.</p> <p><u>Matters arising:</u></p> <p><i>To upload the School Development Plan in full. – Done</i></p> <p><i>The committees have been working on their ToRs and these will come back to the FGB in October to be reapproved. – Done</i></p> <p><i>To amend GovernorHub to reflect the revised dates for the T&amp;L and ARR meetings. – Done</i></p> <p><i>To make a change to the Pastoral Policy where it says “emphatically” and should read “empathetically”.- Done</i></p> <p><i>Trustees are to respond to the Chair’s email regarding their dietary requirements for the meeting at the Prior to discuss the upcoming ERG. - Done</i></p>	
6.	<p>To receive the <b>Head Boy’s report</b></p> <ul style="list-style-type: none"> <li>• Report from William Galliford</li> </ul> <p>The Head Boy gave a verbal report to Trustees.</p> <p>The school leadership team are focusing on eco and cultural issues.</p> <ul style="list-style-type: none"> <li>• They would like to see more recycling of school uniforms.</li> <li>• They would like to hold a cultural day to celebrate the different cultures at the school. He noted that the school has done well to improve on diversity issue giving the examples of the introduction of halal food and the prayer room.</li> </ul>	

	<p>They are currently preparing for the transition day for the Yr6s who will be joining the school in September. He noted that he would like to see an increase in involvement with the Yr7 and Yr8 going forward.</p> <p>He would like to see an increase in responsibilities of the Yr12 students which in turn would be helpful for them as evidence to include in their personal statements and CVs.</p> <p>Trustees were told that HBS is a happy school. The younger students had really enjoyed Founders' Day. The school has a reputation as a sporting school, but the arts and more academic subjects are increasingly celebrated.</p> <p>The boys would like to keep the rainbow races tournament as it brings together the boys' and girls' schools.</p> <p>They would like assemblies run by students. An issue they would like to address is disrespect. This could be achieved by teachers being more consistent in their sanctions for poor behaviour.</p> <p>FM suggested that other schools have come up with their own code of conduct and that this would be more powerful if it came from the students. It would not be a set of rules but an agreement from pupils. This would be brought forward to the next meeting for further discussion.</p> <p>The school is improving which is mainly due to the hard work of FM and the other teachers.</p> <p>WG told the Board that he is studying Geography, Biology and Chemistry A Levels and that he has represented his county at 1500m and steeple chase. He also plays rugby and cricket.</p> <p>Q. What do you hope to do when leave? A. Study geography as a degree but my ideal job would be management consultancy or working for the Foreign Office.</p> <p>Q. As Head Boy how would you like to be remembered? A. It would be easy to be remembered as a sportsman. I want to be approachable to the other students, leave traditions which are carried on. I don't want to just celebrate sport there's more to be than that.</p>	WG
7.	<p>To receive the <b>Headteacher's report</b></p> <ul style="list-style-type: none"> <li>• Report from UCAS on progress of university application</li> <li>• Staffing update</li> </ul>	

<ul style="list-style-type: none"><li>• HBS Learning Journey</li></ul> <p>A Trustee thanked FM for the format of his report which they found to be helpful and relevant.</p> <p>The SDP covers the seven strands of HBS values. The document has passed through the SLT and incorporates feedback from the teaching staff.</p> <p>There was a discussion about Launchpad, an intervention which will be used in KS3. This will provide a more nurturing environment and teach the social skills needed to cope at school. Students will come out of lessons for 6-8 weeks and will follow the curriculum whilst working on social skills so they can go back to classes with better behaviour.</p> <p>The school are getting an increasing number of students with SEN and SEMH issues. A teacher has been recruited to lead Launchpad and the school are pleased with this appointment.</p> <p>The school are looking to provide greater leadership responsibilities for the 6<sup>th</sup> form. They would act as ambassadors, teaching by example to the younger students and raise their aspirations.</p> <p>Q. You have mentioned setting up a French link with the Knebworth twin town, what happened to Hitchin's twin town? A. We were approached by the Parish Council in Knebworth to see if we can facilitate this. We don't have a French exchange partnership so it looks like a link can be made.</p> <p>Q. Who is the new chair of the Parents Society? A. Joanna Woodman. MM is meeting with her tomorrow.</p> <p>As a result of the golf day the school have managed to fund a leg press. They have also funded hockey boards to go round the indoor sports hall.</p> <p>Q. What is the name of the employee recruited for launchpad? A. Charlotte Morley. She will report to Dami but will be working with Matt and the SEND team.</p> <p>Q. Have there been any changes in the inductions process? Q. Does your induction process begin in July or September? A. July. New ECTs started this week and are having a robust induction. Other staff are coming in on Monday to meet key people.</p>	
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	<p>A staff wellbeing survey has just gone out which will be shared when complete. It was welcomed by staff and people have been honest. It was noted that the slightly lesser timetable has been welcomed. Towards the end of term, patience is thin, and everyone is tired. There is a staff social on the 14<sup>th</sup> with substantial numbers coming.</p> <p>The Staffing committee are ringfencing money to support staff.</p> <p>The committee agreed that they were happy to proceed with the 2022/ 2023 SDP.</p> <p>Q. Has the school ever had this low an attendance level before?  A. Pre-covid it had been lower. We are at 94% which is good, but we have a number of students who cannot cope in school. The appointment of an Attendance Officer has helped. She does home visits and works to get children back in school. We provide family and social workers; we try to use different levers. Anxiety is a big problem, and the reduced timetable helps. We have not, in my time, issued fixed penalty notices as we have always tried to work with families rather than being punitive. There are still people traumatised following Covid. This can be reviewed next year as there is a government policy change from September. We are going a number of proactive things including parental support plans. The problem is families realise you can do remote learning effectively and now parents are working from home more there isn't the push to send the children to school.</p> <p>Q. If a child is engaging with education but not in school is that still an absence?  A. If we have agreed a part time timetable, we would mark that as authorised. If we have positive engagement from the family and they are making the best of it we will authorise. If the family refuse to engage, we will not authorise the absence and this will trigger the LA to get involved.</p>	
8.	<p><b>School Budgets</b></p> <ul style="list-style-type: none"> <li>• To approve the <b>“School Budget 2023-2024”</b></li> <li>• To receive a monitoring report on the <b>“School Budget 2022-2023</b> (as of April 2023)</li> </ul> <p>This year the budget has been difficult to plan. Income is known but pay settlements for teaching and support staff are yet to be agreed.</p> <p>The school have budgeted for a 5% pay increase for teaching staff and an 8% pay increase for support staff.</p>	

	<p>It is incredibly difficult to budget under these circumstances, but schools are required to submit their budgets to the FSA by the 31<sup>st</sup> August and this is the last opportunity for the Committee to approve it before then.</p> <p>Year to date the school are in a good position and are likely to end with a surplus. The bad news is that the surplus will be used up next year.</p> <p>The deficit for next year is estimated at £204,000. There has been some income which has offset it which leaves a final deficit of around £46,500. This is assuming that the government doesn't partly fund the pay award.</p> <p>It was noted that other schools in Hertfordshire are planning similar budgets. If this continues the school will have to make tough decisions such as not replacing staff when they leave.</p> <p>Trustees were told that the financial handbook allows schools to submit a budget with a deficit.</p> <p>The budget will need to return to the board in September. There may be further funding and if that happens the deficit will be cleared.</p> <p>The Trustees approved the budget.</p> <p>Q. What reserves are we sitting on? A. Look at monthly management accounts. They are looking positive to the tune of £319, 000.</p>	
9.	<p>To receive the School's <b>Risk Register</b></p> <p>The greatest risks to the school at present are financial and industrial action.</p> <p>Unions will be looking to ballot their members to strike again and if that happens it is likely that they will coordinate strike action in autumn. If this happens the school will be closed.</p> <p>This is the highest risk on the risk register, but it is also outside of Trustees and the School's control.</p>	
10.	<p>To receive <b>Minutes of the following Committee Meetings</b></p> <ul style="list-style-type: none"> <li>• Teaching and Learning, 3rd May 2023</li> <li>• Health, Safety and Premises, 22nd May 2023</li> <li>• Pastoral, 6th June 2023</li> </ul>	



	<p>It was noted that the policy tracking has much improve since they have been allocated to the sub committees to manage.</p>	
12.	<p>To discuss the new <b>Summer Uniform</b></p> <p>The school would like to introduce a summer uniform.</p> <p>The uniform would consist of charcoal grey shorts (which can be purchased anywhere) with a choice of polo shirt (favoured by the younger pupils) or open necked cotton shirt which doesn't need to be tucked in.</p> <p>The feedback from the Student Council was that the older students would prefer open necked shirts with trousers.</p> <p>Footwear would need to be changed to darkish trainers as they look better than formal shoes with shorts. But this wouldn't apply to those wearing trousers.</p> <p>The biggest consideration is cost. Beats will sell the school's patch logo for £5 which parents could put on cheaper shirts.</p> <p>The uniform would be totally optional with the summer uniform only to be worn in the summer term.</p> <p>The Headteacher will need to let Beats know as soon as possible so the new uniform can be procured in time and parents would be told by Christmas.</p> <p>The school have considered the cost impact on families and have tried to mitigate this as much as possible by providing cheap options. The biggest mitigation it is optional.</p> <p>A new summer option for the 6<sup>th</sup> form is under review.</p> <p>The Board approved the exploration of a summer uniform and will leave the SLT to make decisions about details.</p>	
13.	<p>To discuss and agree <b>HBS Trustees Meeting Dates</b></p> <p>Further to the suggested dates sent out by FM, one additional FGB was added for the <b>25<sup>th</sup> September 2024</b>. The following dates were agreed; <b>12/12/23, 19/03/24, 02/07/24</b></p>	
14.	<p>To consider <b>Any Other Business</b></p>	



	Trustees were informed that fellow trustee Kirsty Harvey has requested a leave of absence on compassionate grounds due to some health issues.  The Board approved her sabbatical until the 1 <sup>st</sup> January.	
15.	<b>Close of Meeting</b>  The Meeting closed at 19:28	

<b>Summary of Actions Agreed</b>			
<b>Agenda Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status</b>
5.	To suggest a code of conduct to students. This will be brought forward to the next meeting for further discussion.	WG	To bring to Autumn FGB
11.	To revise the Complaints Policy and Procedure to ensure it is more accessible and more easily understood by parents.	HC	Ongoing to bring to the Autumn FGB
11.	The Complaints Policy and Procedure needed to be amended in section 5.46. Stage 2 should be changed to Stage 4.	Helen Leaver	ASAP
11.	The HBS Behaviour Policy is to be renamed the Promoting Positive Behaviour Policy	Helen Leaver	ASAP