



Hitchin Boys' School

PART ONE OPEN MINUTES FOR BOARD OF TRUSTEES MEETING Tuesday 5th July 2022 at 6.00pm held at the School

Board Members	Attendance 2021/2022	Present at this meeting
Dr Helen Corkill (HC) Co-opted Trustee – Chair	6/6	Dr Helen Corkill (HC) Co-opted Trustee (<i>Online</i>)
Mr John Turney (JT) Trustee – Vice Chair	6/6	Mr John Turney (JT) Trustee – (Meeting Chair)
Mr Philip Addison (PA) Parent Trustee	5/6	Mr Philip Addison (PA) Parent Trustee (<i>Online</i>)
Mr Neil Broughton (NB) Parent Trustee	5/6	Mr Neil Broughton (NB) Parent Trust – from 6.30pm
Mr Bryan Gillingham (BG) Trustee	5/6	Mr Bryan Gillingham (BG) Trustee
Ms Kirsty Harvey (KH) Parent Trustee	3/6	
Mr David Hutchinson (DH) Trustee	3/6	
Mr. David Ingledew (DI) Trustee	2/6	
Ms. Hazel Jones (HJ) Co-opted Trustee	5/5	Ms. Hazel Jones (HJ) Co-opted Trustee
Mr Phil Laws (PL) Trustee	6/6	Mr Phil Laws (PL) Trustee
Mr Steven Marlow (SM) Trustee	6/6	Mr Steven Marlow (SM) Trustee
Ms Jen McCall (JM) Co-opted Trustee	3/6	Ms Jen McCall (JM) Co-opted Trustee
Mr Fergal Moane (FM) Headteacher	6/6	Mr Fergal Moane (FM) Headteacher
Mrs Janet Radley (JR) Co-opted Trustee	6/6	Mrs Janet Radley (JR) Co-opted Trustee
Miss Kathryn Rainbow (KR) Co-opted Trustee	5/6	Miss Kathryn Rainbow (KR) Co-opted Trustee
Mr Chris Schanschieff (CS) Trustee	0/1	
Mr Bhagwant Singh (BS) Co-opted Trustee	6/6	Mr Bhagwant Singh (BS) Co-opted Trustee
Mrs Liz Taplin (LT) Co-opted Trustee	5/6	Mrs Liz Taplin (LT) Co-opted Trustee
Mr Michael Taylor (MT) Trustee	6/6	Mr Michael Taylor (MT) Trustee
Cllr Richard Thake (RT) Trustee	6/6	Cllr Richard Thake (RT) Trustee
Ms Jo Weston (JW) Parent Trustee	6/6	Ms Jo Weston (JW) Parent Trustee
Mr Kris Whitmore (KW) Trustee	6/6	Mr Kris Whitmore (KW) Trustee

In attendance:

Bob Goldsmith – Clerk

Rodny Mudaly - Race and Ethnic Diversity Lead (for Item 8A)

Approved: _____

Board of Trustees 5th July 2022

Page

(Trustee challenge in RED)

1.	<p>Welcome and introductions.</p> <p>Since Helen Corkill, the Board's Chair, was attending online being out of the country for work, it was agreed that John Turney, the Vice-Chair, would chair the meeting.</p> <p>The Chair welcomed all present to the meeting.</p> <p>Membership of the Governing Board: Chris Schanschieff</p> <p>It was reported that Chris Schanschieff had been appointed by the Board's Chair to serve as a trustee, with effect from 11th May 2022 for a four-year period. This action had been taken on the basis of Mr. Schanschieff's professional experience of the schooling of primary school age children, an acknowledged gap in the knowledge and skill within the board's membership. Mr. Schanschieff was the Deputy Headmaster at Aldwickbury School and their designated safeguarding lead, another area of expertise he would bring to the board. It was noted that the Chair had consulted all trustees prior to the appointment: they had approved it nem con.</p>	Clerk to Update Governor Hub
2.	<p>To receive apologies and approve absences.</p> <p>Apologies for absence were received and accepted from Kirsty Harvey, David Hutchinson, David Ingledew and Chris Schanschieff and for late arrival from Neil Broughton (arrived 6.30pm).</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>'Trustees 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 none.</p>	
4.	<p>To receive notification of Any Other Urgent Business</p> <p>➤ School Admissions Code: School Admission Arrangements 2024 -2025.</p>	
5.	<p>To approve the Minutes of Board of Trustee Meeting and Annual General Meeting, both held on 5th March 2022</p> <p>a) Board of Trustees Meeting, 5th March 2022 The minutes were approved as a correct record for signature, subject to the following changes: Item 9A, Trustee Link Visits, Food Technology: correcting the initials of the lead trustee involved to KW Item 12: Queens Platinum Jubilee Tree Canopy: adding reference to Kirsty Harvey's leadership and organisation of the plaque.</p> <p>b) Annual General Meeting, 5th March 2022 The minutes were approved as a correct record. It was noted that the minutes would also require approval of the Board of Members since it was a jointly convened meeting.</p>	Clerk
6.	<p>Matters Arising from the Minutes</p> <p>a) Board of Trustees, 5th March 2022</p> <p>1. Re-Structuring of the Senior Leadership Team</p> <p style="text-align: right;">FM ON THE AGENDA</p>	

Approved: _____
Board of Trustees 5th July 2022

Page

(Trustee challenge in RED)

	<p>2. Invite Food Technology students to provide catering for a FM COMPLETED (8th June Trustees Summer Supper)</p> <p>The Board of Trustees thanked the staff and students involved in this successful event.</p> <p>3. Approval of the Board of Trustees Code of Conduct HC FOR SEPT MTG</p> <p>4. Queen's Platinum Jubilee Tree Canopy KH COMPLETED</p> <p>b) Annual General Meeting, 5th March 2022 No outstanding actions.</p>	
7.	<p>Reports from Committees</p> <p>a) Health, Safety and Premises Committee, 23rd May The Trust Board received draft minutes from the meeting, which were introduced by JT, the committee's chair.</p> <p>The Trust Board:</p> <ul style="list-style-type: none"> ➤ endorsed the CCTV Policy; Contractors Policy; and Managing Medication Procedures and ➤ welcomed the award of Condition Improvement Funding for re-plumbing the 6th form block and replacement of roofing; <p>Q1: Did the air-purifiers purchased for use in the examinations hall make a difference? A: Presumably yes, given there were no incidents of known cross-infection associated with the exams.</p> <p>b) Pastoral Committee, 14th June The Trust Board received a report from the meeting, which was introduced by PA, the committee's chair. Discussion covered the following matters:</p> <ul style="list-style-type: none"> ➤ Attendance: The Headteacher updated the trustees. A county attendance officer had visited school the previous week to offer support. Her commitment to take the necessary action had been welcome, following the hiatus of the previous two years during the covid pandemic. There had been agreement that the next step would be legal action in the case of those parents who on a continuing basis were not prepared to engage with the school on unacceptable attendance. ➤ Behaviour Policy: PA reported that there was now general acceptance from parents about the workings of the policy. Particular reference was made to cases reported to the Police. The Headteacher explained that there was agreement that less serious cases are better managed by the school through its Behaviour Policy, rather than criminal procedures where less discretion is available and actions taken can create a long-term criminal record. When appropriate, this was being explained to parents. ➤ Safeguarding: PA reported that there had been a full discussion at the committee on use of the CPOMs system for recording safeguarding matters. There were no reasons for concern. He alluded to the references made to suicide attempts within the Headteacher's report, which had led trustees to ask detailed questions about the measures taken in such cases and their frequency. It had been acknowledged that these cases arose from pressures within society, and that the school is but one party working with health and other partners to support what often are mental health 	Head

cases. The school's role is to ensure that young people at risk of self-harm are able to access the support they need. Following the questioning, the Chair assured trustees that no cause for concern had been identified about the school's management of such cases. The Headteacher outlined to the Trust Board the arrangements in place for engaging with Children's Services at Herts CC and the Police.

- **Loving Classroom (not Curriculum as stated within the Report):** PA spoke about the prestigious opportunity now available to the school to participate in the 'Loving Classroom' Programme at the invitation of Sir Anthony Seldon. The intention would be to involve Year 9 students in the programme.

c) Audit, Risk and Resources Committee, 23rd June

The Trust Board received a report from the meeting, which was introduced by BS, the Committee's chair. Discussion covered the following matters:

- **Sports Centre Staff: Uplift in Pay for Level One to Level Four Staff**

A report had been endorsed by the Committee that recommended payment of an increase in pay substantially above the rate of inflation for sports centre staff at graded at Levels One to Four. The precise level of increase would be determined in September following analysis of affordability, given actual net income received during the Whitsun and Summer holidays when the centre is at its busiest and aggregation of income and expenditure across the year.

The Trust Board was recommended by the Committee to approve this proposal given the need to ensure retention of recently qualified staff, trained at the school's expense. Reference was also made to the commitment and loyalty of the staff concerned, some of whom had started as volunteers at the school, and in particular to the trampoline coaches who had helped students win competitions and awards. This would be implemented / backdated to 1st September 2022.

The Trust Board approved the proposed uplift in pay for Level One to Four Sports Centre Staff on the basis proposed, including allocation of the necessary funding. Update on action taken to the next meeting.

- **2021 – 2022 Financial Management Accounts**

The Committee had received the management accounts as at April 2022. Following questions from trustees, the accounts had subsequently been revised for the Board of Trustees Meeting. BS reported the Committee's acknowledgement that the school was in a good place financially. The budget set at the beginning of the financial year had been conservative.

The accounts were on the current agenda at Agenda Item 9B

- **2022 – 2023 Budget**

The ARR Committee had received the school's Draft 2022 – 2023 Budget for review, endorsement. The Budget had been referred on to the Board of Trustees for approval.

The 2022 – 2023 Budget was on the current agenda at Agenda Item 9A.

- **Risk Register**

The Committee had received the Risk Register, submitted in a new revised format.

DIW

	<p>➤ Summer Examinations The Committee had reviewed the practicalities of arrangements for the summer examinations. A visit had been received from Joint Council for Examinations, who had not raised any issues. A key issue for future consideration should be identifying a large enough space for the exam hall, given the larger classes coming up. One option might be the Foundation Hall, although this was currently in a very poor condition so need refurbishment.</p> <p>➤ Approval of Policies:</p> <p>The Board of Trustees approved the following policies: Assessment and Feedback Policy; Curriculum Policy; Examinations Contingency Policy; Examinations Policy; High Performance Group Policy; Remote Learning Policy; Students Acceptable Use Agreement; and Collective Worship Policy.</p>	Head
8.	<p>Headteacher’s Report (including Review of the School Development Plan) The Board of Trustees received the Headteacher’s Report, which had been posted on Governor Hub two weeks prior to the meeting. Submitted alongside this as appendices were:</p> <ul style="list-style-type: none"> ➤ The School’s Race and Diversity Action Plan; ➤ The School Development Plan 2022 – 2023 (including a summary page that provided hyperlinks to more detailed information); ➤ An organisational plan setting out the School’s senior leadership arrangements for the coming year, along with the structure for the new Pastoral Team and a schedule of recent teaching appointments and new joiners; ➤ A snapshot of attendance statistic nationally, taken from the Fisher Family Trust, to be used as a comparator to performance at Hitchin Boys. <p>a) Race and Diversity Action Plan The Board of Trustees received a presentation from Rodny Mudaly to introduce the Race and Diversity Action Plan. This addressed the following problems identified at the school in this area:</p> <ol style="list-style-type: none"> a. Limited or lack of ethnic minority representation within the curriculum; b. Lack of representation and voice for ethnic minority students; c. Limited visibility of trustees in the area of race and diversity; d. Lack of staff confidence and knowledge regarding race and diversity issues presented by students; e. Limited community input into support of and engagement in race and diversity within the school; f. Lack of PTA voice and involvement in race and equality; g. Limited training and development around race and equality in the school; h. Limited data regarding race, diversity and inclusion in the school. <p>The action plan set out immediate short-term actions to address these problems, which included commissioning and audit of KS3 subjects to identify opportunities to embed representation; a presentation to a Year 12 assembly; creation of an anonymous feedback form to enable staff to share experience and ideas; using an inset day in October for focused discussion among staff; an email to all parents to seek their input, including a questionnaire for their completion; initiating a staff training programme through Herts for Learning; and inclusion of questions around race, diversity and equality within the Kirkland Rowell survey of parents and other stakeholders. Work was also moving forward on medium and longer term actions on which the Board of Trustees would be updated with a view to creating open, safe and trustworthy spaces for judgement-free discussions on race and diversity.</p>	

Questions and Comments from Trustees

Q2: It is vitally important that the school obtains a better understanding of race and diversity issues across the whole school. Surely it is important therefore that race and diversity is not just treated in isolation but should infuse all the school's work with staff and parents when seeking feedback on attitudes?

A: The work is seeking feedback on matters not currently embraced within the school's dialogue with staff and parents. Work is therefore desirable at the current stage to target the topic for discussion with a view potentially at a later stage to bring it more into wider communication.

Q2: Rather than surveying specific areas of the school initially to seek feedback, would it not be better to initiate evidence seeking through a snapshot sample survey covering the whole school?

A: The benefits of this approach were acknowledged, given the scope it might potentially provide to carry out comparisons with other schools should the necessary data be available. However, the benefits of at this initial stage of proceeding with a targeted approach were also acknowledged, as this would enable action to be taken more immediately both by the school and trustees,

There was a wider discussion about how practically trustees could become more visibly engaged at a strategic level in highlighting the importance of race and diversity. More thought was needed. This might well highlight training needs for trustees for inclusion in the coming year's training programme,

The Board of Trustees welcomed the evolving new Race and Diversity Action Plan and acknowledged the commitment and hard work already put in by Roddy Mudaly alongside his teaching responsibilities.

It was agreed that an update report would be submitted to the Teaching and Learning Committee's next meeting, perhaps including feedback from the Year 12 Support Group.

Reference to Teaching and Learning Committee

b) Other Matters Included within the Headteacher's Report.

➤ **Success**

The Board of Trustees congratulated staff and students on the overwhelming successes on sports fields over the year, including being U15s National Rugby Vase winner, runners up in the U18s National Hockey Cup and eight students representing Hertfordshire in the soccer U18s Soccer Finals.

➤ **Founders Day Celebrations**

Trustees congratulated the Headteacher and his staff for the outstanding celebrations put on for Founders Day. He in turn outlined the imaginative activities that had taken place including a theatre performance, building a space-ship, litter-picking and a tug-of-war competition.

➤ **School Development Plan**

Trustees welcomed the way that the plan had presented, including the RAG-rating of progress made with the 2021 – 2022 Plan and the hyperlinks provided with the summary sheet for the 2022 – 2023 Plan leading trustees to more in-depth information on specific priorities.

Head

NB/ Clerk

	<p>➤ Parents Society Trustees noted that progress with the objective of revitalising the Parents Society and Former Students Association had been rag-rated as red. There had been issues with recruitment of sufficient members for the Parents Society. A more concerted recruitment drive would be needed to return to membership levels three years ago prior to the Covid pandemic. It was acknowledged that the school might need to move to a PTA model with teachers supplementing the efforts of parents. This would need to be a priority for the Trust Board over the coming year.</p> <p>It was decided to invite the Chair of the Parents Society to present to the Trist Board on membership, fundraising/finance and planned events</p> <p>➤ Attendance Trustees discussed the student attendance data. It was noted that the current figure of 93% was ahead of the national average. However, there was still some way to go to return to the pre-covid figures of 96 – 97%.</p>	Chair
9.	<p>School Budgets</p> <p>a) Approval of the 2022 – 2023 School Budget The Board of Trustees received the proposed 2022 – 2023 School Budget that had been recommended for approval by the Audit, Risk and Resources Committee. This included forward projections of income and expenditure through to 2026 – 2027 with cumulative carry-forwards and analyses of pupil v teacher costs and a breakdown of staffing costs by staff category,</p> <p>The Headteacher cautioned trustees that at the current time there were still some unknowns crucially including central government’s response to the Pay Review Committee’s recommendations for teachers pay over the coming year of 8% for lower paid teachers and 3% for more senior grades. More importantly, there had not been any assurances from central government that the additional costs of the pay award would be met nationally through increased grant. Should, as appeared likely, schools be expected to pick up these costs from existing budgets, this would create significant strain. The unknowns on this had made finalising a 2022 – 23 Budget challenging. The dilemma was acknowledged by the Trust Board.</p> <p>Members of the AAR Cttee clarified that they had only been able to consider the 2022 -23 budget within the context of known factors at the time. The Committee could only recommend its approval on the basis that, should the outcome on currently unknown factors such as teacher pay and energy costs increase by a significant margin, then it might prove necessary to reconsider the matter. The Headteacher added that looking to future years student numbers would also be a factor for potential variances to his projections.</p> <p>The Board of Trustees resolved to approve the 2022 – 2023 School Budget as submitted.</p> <p>b) Financial Monitoring, 2021 – 2022 Financial Year The budget monitoring spreadsheets were noted.</p>	DIW
10.	<p>School Risk Register The Trust Board received the school’s risk register, as initially considered by the Audit, Risk and Resources Committee. The Headteacher explained that its layout had been changed on the recommendation of Stephanie Kiernan, risk management being her professional field.</p>	

	<p>The Headteacher reported that he that had removed covid from the risks identified within the risk register. He had added the risk of teacher industrial action over the 2022 – 2023 pay award, given statements being made by the teaching unions at a national level, and the potential risks associated with the school’s response to the central government’s agenda for establishment of multi-academy trusts.</p> <p>The register was noted.</p>	
11.	<p>School Governance</p> <p>a) Approval of a Board of Trustees Code of Conduct. Deferred to the next meeting.</p> <p>b) Audit of Governor Skills and Training Trustees were required to respond to the Chair, as a matter of urgency and no later than the end of term, with their responses to the skills and training audit. This was vitally important both to enable the coming year’s training programme to be finalised and guide appointment of trustees onto committees. Trustees also needed to update their training logs on Governor Hub.</p> <p>The Chair reported that it would be good practice to train a group of trustees to review school exclusions as and when required. Given the short timescales involved in convening review meetings, she recommended appointing a pool of seven or eight trustees. Trustees interested in this role should contact the Chair.</p> <p>c) Link Trustee Visits to the School The Chair emphasised the requirement that trustees write up their visits to the school using the pro-forma report and post these on Governor Hub.</p> <p>d) Virtual Meetings Policy (HBS040) The policy required re-consideration having only initially been approved for a two-year period. While hoping that the covid pandemic had now passed, and with it the requirement for virtual meetings, the policy was re-approved.</p> <p>e) Use of HBS E-Mail Addresses The Chair emphasised that trustees would be required from 1st September to use their HBS email addresses for school business on all occasions. Emails submitted from personal email addresses would not be responded to. This was necessary to ensure compliance with GDPR and to ensure confidentiality.</p>	<p>Chair</p> <p>All Trustees</p> <p>All Trustees</p> <p>All Trustees</p> <p>Head</p> <p>All Trustees</p>
12.	<p>Approval of Policies The policies requiring approval had already been considered in the context of the reports from committees.</p>	
13.	<p>Chair’s Action: Price of School Meals The Chair reported that she had approved a recommendation from the Audit, Risk and Resources Cttee held on 31st March to increase the price of school meals from £2.50 to £2.60 per day from the 2022 – 2023 Academic Year. Urgent ratification of this recommendation was required to enable the School Business Manager to notify prospective parents.</p>	
14.	<p>Dates of Meetings for the Board of Trustees and its Committees, 2022 – 2023 School Year The Trust Board received a schedule for meetings over the 2022 – 23 School Year. This was</p>	

	<p>approved without any changes.</p> <p>It was noted that the Board of Trustees would meet on the following dates:</p> <ul style="list-style-type: none"> Monday 31st October; Tuesday 13th December; Tuesday 21st March; Tuesday 4th July. 	
15.	<p>Any Other Business</p> <p>➤ School Admissions 2024 – 2025 Academic Year</p> <p>The Headteacher reported that, on the day of the meeting, the school had been notified by Herts County Council of the timescales for determination of school admissions arrangements for the 2024 – 2025 academic year. The school had been asked to notify Herts CC no later than 17th October 2022 should it be proposing any amendment to its school admission arrangements (as an own-admitting authority school) should it wish Herts CC to co-ordinate the required consultation on its behalf. The period of consultation would be 31st October to 11th December 2022. Given that no further meeting would be taking place before 31st October, this was taken as an item of urgent business.</p> <p>The Headteacher advised that no change was envisaged to the school's admission arrangements for the 2024 – 2025 academic year.</p> <p>The Board of Trustees decided that no request would be submitted to Herts County Council for the authority to co-ordinate changes to the school's admission arrangements for the 2024 – 2025 academic year.</p>	Head

At this point, the Board of Trustees moved into confidential Part Two session.

Summary of Actions Agreed			
Agenda Item	Action	Responsibility	Status
1.	Update Governor Hub to record the appointment of Chris Schanschieff as a trustee.	Clerk	Urgent
7C	Update to the next meeting on the uplift in pay for scales one to four sports centre staff.	DIW	Next Meeting 31 st October
7D	Update link governor reporting form to include observation of assessment and feedback procedures with a view in particular to consistency of practice.	Chair / Clerk	September 22
8A	Report to the Teaching & Learning Ctee's next meeting on implementation of Race Diversity Plan, including feedback from the Year 12 Support Group.	FM / RM/ NB	4 th October 22
8B	Invite the Chair of the Parents Society to present to the Trist Board on membership, fundraising/finance and planned events	Chair	Next Meeting 31 st October
11	School Governance: Trustees who have not as yet submitted to the Chair their completed returns on skills and training audit to do so as a matter of urgency and by the end of the academic year at the very latest.	Trustees	Immediately
11.	Trustees to talk with the Chair on whether they are interested in being part of a pool to hear school	Trustees	September 22

Approved: _____
Board of Trustees 5th July 2022

Page

(Trustee challenge in RED)

	exclusion reviews.		
11	Trustees to use only their HBS email addresses from 1 st September	Trustees	1 st September 22

Approved: _____
Board of Trustees 5th July 2022

Page

(Trustee challenge in RED)