



Hitchin Boys' School

MINUTES FOR FULL GOVERNING BOARD MEETING 6th July 2021 at 6.00pm

Board Members	Attendance 2020/2021	Present at this meeting
Dr Helen Corkill (HC) Co-opted Trustee – Chair	5/5	Dr Helen Corkill (HC) Co-opted Trustee – Chair
Mrs Cheryl Grainger (CG) Trustee – Vice Chair	5/5	Mrs Cheryl Grainger (CG) Trustee – Vice Chair
Mr John Turney (JT) Parent Trustee – Vice Chair	5/5	Mr John Turney (JT) Parent Trustee – Vice Chair
Mr Phil Addison (PA) Parent Trustee	4/5	<i>Apologies received.</i>
Mr Neil Broughton (NB) Parent Trustee	4/5	Mr Neil Broughton (NB) Parent Trustee
Mr Bryan Gillingham (BG) Trustee	4/5	<i>Apologies received.</i>
Ms Kirsty Harvey (KH) Parent Trustee	3/3	Ms Kirsty Harvey (KH) Parent Trustee
Mr David Hutchinson (DH) Trustee	5/5	Mr David Hutchinson (DH) Trustee
Mr Phil Laws (PL) Trustee	5/5	Mr Phil Laws (PL) Trustee
Mr Steven Marlow (SM) Trustee	3/5	Mr Steven Marlow (SM) Trustee
Ms Jen McCall (JM) Co-opted Trustee	3/3	Ms Jen McCall (JM) Co-opted Trustee
Mr Fergal Moane (FM) Head teacher	5/5	Mr Fergal Moane (FM) Head teacher
Mrs Janet Radley (JR) Co-opted Trustee	5/5	Mrs Janet Radley (JR) Co-opted Trustee
Miss Kathryn Rainbow (KR) Co-opted Trustee	5/5	Miss Kathryn Rainbow (KR) Co-opted Trustee
Mr Bhagwant Singh (BS) Co-opted Trustee	5/5	Mr Bhagwant Singh (BS) Co-opted Trustee
Mrs Liz Taplin (LT) Co-opted Trustee	5/5	Mrs Liz Taplin (LT) Co-opted Trustee
Mr Michael Taylor (MT) Trustee	4/5	Mr Michael Taylor (MT) Trustee
Cllr Richard Thake (RT) Trustee	4/5	<i>Apologies received.</i>
Ms Jo Weston (JW) Parent Trustee	3/3	Ms Jo Weston (JW) Parent Trustee
Mr Kris Whitmore (KW) Trustee	5/5	Mr Kris Whitmore (KW) Trustee

In attendance:

Charlie Innam – Head Prefect
Ali Brabner – Clerk

		Action
	The meeting was conducted remotely using MS Teams owing to Covid-19 restrictions. The meeting was quorate.	
1.	<p>Welcome and introductions.</p> <p>The meeting was chaired by JT.</p> <p>Trustees were welcomed to the meeting. A warm welcome was extended to Charlie Innam, the new Head Prefect,</p>	

Approved: _____
FGB: 6th July 2021

2.	<p>To receive apologies and approve absences.</p> <p>Apologies were received in advance from PA, BG, and RT.</p> <p>PL will be leaving 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.</p> <p>There were no items declared.</p>	
5.	<p>To give thanks to Connor Rathbone and to welcome the new Head Prefect.</p> <p>Thanks were given to Connor for his hard work. The board welcome Charlie Innam (CI).</p>	
6.	<p>To receive the Head Prefect report.</p> <p>CI expressed thanks to the Trustees on behalf of the students, recognising their hard work in the last year. It was really appreciated.</p> <p>CI introduced himself as the new Head boy. He has been in the school since year 7. He applied to be Head Prefect as he wanted to help as many students as possible, to represent his year and the rest of the school and is very thankful for the opportunity.</p> <p>The senior prefect team is different this year. There are four deputy head boys. There is also a diversity prefect as they want to ensure LGBTQ+ inclusion and representation. There are as many opportunities to help as possible. There are also departmental prefects – to help subject teachers.</p> <p>During Covid and lockdown learning there have been a few ideas to improve learning and make it more enjoyable. There are a few things which could be better and make lessons more enjoyable. Understandably there is not a lot of interaction so hoping for ways to improve this. This will help mental health. Breakout rooms could maybe help to improve interaction.</p> <p>Looking for more Consortium links with HGS and The Priory – maybe some joint events? Could there be a link through the Merit system?</p> <p>CI thanked Trustees for the opportunity and Trustees expressed thanks to Charlie.</p> <p>Q: What are you studying? A: Physics, Computer Science and Business Studies.</p>	
7.	<p>To approve the minutes of FGB on 13th May 2021.</p> <p>The minutes were agreed as an accurate record and APPROVED.</p> <p>These will be signed remotely on GovernorHub.</p>	

	ACTION 1	JT
8.	<p>To consider any matters arising from FGB on 13th May 2021.</p> <p>1 Sign Minutes of AGM of 3/3/21 on GovernorHub. HC COMPLETE</p> <p>2 Sign Minutes of FGB of 3/3/21 on GovernorHub. HC COMPLETE</p> <p>3 Consider using a quiz to ensure understanding of KCSIE HC C/F To be undertaken in the Autumn.</p> <p>ACTION 2</p> <p>4 Ensure address and mobile number on GovernorHub are up to date. All</p> <p>5 C/F Decide how to report Horizon Scanning in Autumn term. HC C/F</p> <p>ACTION 3</p> <p>6 C/F Ensure GovernorHub training records are up to date. All</p> <p>7 Add the minutes of the General Meeting of Members held on 26/04/21 to GovernorHub. Clerk COMPLETE</p> <p>8 Let HC know of any thoughts of a Patron for the school. All COMPLETE - Ongoing</p> <p>9 Send note to staff to thank for mass testing operation. HC This has not been sent. Will be sent by end of week.</p> <p>ACTION 4</p> <p>10 Please thank SENDCO for helpful report. FM COMPLETE</p> <p>11 Let HC know if do not have NGA login. All COMPLETE – No reports.</p> <p>12 Feedback on HBS Values to HC to collate. All COMPLETE</p> <p>Q: What are we looking for in the Patron role? A: This is allowed under the new Articles. An honorary figurehead for the school. Would not need to attend meetings but probably Founders' Day lunch etc. Do not have to have this role. It should be someone helpful for the school, staff, students etc.</p>	<p>HC</p> <p>HC</p> <p>HC</p>
9.	<p>To receive the minutes of the General Meeting of Members held on 26/04/21.</p> <p>These were received before the meeting and noted.</p> <p>Q: Why was this an extraordinary meeting A: This was an additional meeting to approve the new Articles</p>	
10.	<p>To consider meeting formats for 2021/22.</p> <p>This was discussed at the Steering Group. There was no definitive answer.</p> <p>Committees work well remotely. Will look to have face to face for FGB but a hybrid so that you can dial in. This may need some IT equipment and need to check protocols etc to ensure voices all heard.</p> <p>Woodlands is not a meeting venue any longer as this will be a 6th form study area.</p>	

	<p>It would be useful to have a poll in advance so that we know who is attending in person or remotely.</p> <p>ACTION 5</p>	Clerk
11.	<p>To note meeting dates for 2021/22.</p> <p>These were noted.</p>	
12.	<p>To receive the Headteacher report (including Covid-19 status, Safeguarding and SEND updates) and to note the Pearson Teaching Awards 2021 winners.</p> <p>A detailed report was received before the meeting.</p> <p>Q: The Pearson Teaching Awards – is there a next stage? The silver award winner goes forward to the national final. There are c12 people in this category. He is invited to the House of Commons for tea on the terrace and then there will be a televised awards dinner. You can nominate each year (this was HBS first year) and next year we will include support staff. The application process is quite intense.</p> <p>Q: With A level scores higher this year, will this have a university knock on issue? A: Potentially yes. Offers are structured differently by university and course. We have to hope that the overall strength of application is strong. We can help ensure contingencies are in place for students. However, some students have not helped themselves where their insurance offer has a higher grade requirement than their first choice.</p> <p>Q: Covid guidance will probably be updated over the summer. What support would you like from the Board? A: The guidance has only just been released. We are hoping that it should feel more normal on return. We have already planned a staggered return. We will tell parents the best we know at the end of term and then update them at the end of August. We will let you know of any help you could offer.</p> <p>Q: The Safeguarding incident – can you update us? The areas is highlighted as a 'yes' on the report but always will be. There are multiple incidents each week but there is nothing significant which needs flagging to Trustees. All is being dealt with appropriately.</p> <p>Q: Behaviour – is there anything that we can do to support staff? Support with parents? A: We have yet to form a strong bond with some parents as they have not been able to come into the school. A transactional relationship has therefore developed. Hoping to have BBQ welcome event for the new year 7 so that we can meet people in person. Stresses and strains in family homes around Covid mean that people are finding it difficult. As a Board, later in the agenda you will see the updated Behaviour Policy and Partnership Agreement – these will help to set expectations. We do want questions and challenge though. If the Board could support with that, this is probably the best way with re-established links next year.</p> <p>Q: Have we maintained the email for consequence points? A: These are supplied though Edulink.</p> <p>Q: On premises, where we are taking over parking by the Tennis Centre - is there much work there? A: The gate will be repaired, will be locked but with a chain. Paving is quite good – will need to move some fencing. Reasonably minor works. Pathways need fixing too.</p>	

	<p>18.43 MT joined the meeting.</p> <p>Q: What is ECT?</p> <p>A: Early Career Teacher. This is new terminology from the DfE framework. Previously there was NQT but now a 2 year programme for support rather than 1 year. We have 7 ECTs this year. Very positive move. Benefit of new programme is support and release time in year 2 for mentoring and support.</p>	
13.	<p>To note receipt of the Ofsted Review of Sexual Abuse in Schools and colleges and to agree to review the response in September.</p> <p>The report was noted.</p> <p>The response was supplied in areas to address. We were already working on these areas e.g. making sure staff read <i>and</i> understand KCSIE. Some areas will come back to T&L Committee e.g. the review of personal development to ensure requirements are fully delivered. We have a robust process for reporting claims of sexual abuse. However, we cannot be complacent and must come back to this regularly, ensuring we are enacting our commitments.</p>	
14.	<p>To receive Committee reports (verbal):</p> <p>Health, Safety and Premises 26/5/21</p> <p>A quote was received for a Fire Inspection for new buildings. Received H&S and Covid status from the school. The fire evacuation drill gave a couple of areas to address where rooms needed to be renamed. Inspection checklist is in order. Site Managers report in order. Peripatetic teaching rooms are now becoming a counselling suite. Will be complete by Sept. One room will become a sensory room – we had a donation from a parent to support this. We were successful in the Wolfson Foundation bid and were awarded £100k. Work has started on a new science lab. A mobile fume cupboard has been donated amongst other equipment. Also refurbishing 2 DT rooms – a CAD/CAM room and a multi-use room. Next year’s intake may need some premises support for specific needs.</p> <p>Pastoral 15/6/21</p> <p>The impact of Covid on pastoral matters was discussed and a behaviour and wellbeing update considered. The reporting of equality and diversity was discussed with many important areas already covered. A detailed SEND update was provided. The proposed new policies (Behaviour Policy, School Rules and Partnership Agreement between School and Home) were carefully considered, and these are recommended to the Board for approval. It was a useful meeting.</p> <p>Audit and Risk 24/6/21</p> <p>Looked at the Risk Register and may need further work on cyber risk. May need to cover all cyber risk (agenda item). RO reports on payroll and Sports Centre were considered. Both were fine. Minor findings on payroll from rounding. Sports Centre – may need to look at electronic payments. Appointment of Auditors – we are going ahead with Streets. This was unanimously recommended and Members’ approved. Streets and MacIntyre Hudson have both been informed.</p>	

	<p>Resources 24/6/21</p> <p>Management Accounts to 31st May were considered. Promising outcome given the circumstances. Still showing a small surplus which is very good.</p> <p>Budget for next year was also considered and the committee are recommending it to the Board for approval. It looks different to last year as using new software. It is a balanced budget as expected. Main income is the GAG income and salaries are main expenditure. Have cut down sports income.</p> <p>Q: Are there any significant year on year moves on income or outgoings? A: Pupil numbers is the biggest move with the 45 additional students (£200k). 6th form funding has an increase, but this is 2 year lagged. Covid catch up funding is very limited and does not match Pupil Premium (PP) loss.</p> <p>Q: Are we using 6th form to mentor earlier years? A: Impossible this year as cannot mix years but might be possible next year subject to Covid restrictions being removed. We have some 1:1 tutors for English and Maths.</p> <p>The budget was proposed by PL and NB seconded. It was unanimously APPROVED.</p> <p>Staff Health and Attendance policy – left from 2019 and was not accepted. Proposed to accept as is and review as soon as we can.</p> <p>Teaching & Learning 30/06/21</p> <p>The SEF is to remain an internal document. Will look at origins of external 6th form students at next meeting. Discussed link Trustees - looking for a half day in school to meet and maybe some training? Tried to access the national tutoring programme but this has been hard as did not match schools needs. Some known tutors therefore being used successfully – lunchtime and after school support sessions. There will be a summer camp for year 6 and 7 using Sports Centre staff. DfE funded and includes meals – will encourage socialising and coming into school. Highest set of grades this year but comfortable with the process. Full support for results day. Chromebooks discussed. Loan devices will be available. Discussed new appointments. SEND action plan discussed. SIP visit report awaited.</p> <p>Q: Summer camp – year 6 and 7. Is that those transitioning – not years 6 AND 7? A: Yes, 6 to 7.</p>	
15.	<p>To receive an update on the tender for the appointment of Auditors for 2020/21.</p> <p>This was received under item 14.</p>	
16.	<p>To receive the Management Accounts.</p> <p>These were received.</p>	
17.	<p>To consider the proposed Budget for 2021-2022.</p> <p>This was APPROVED under item 14.</p>	

18.	<p>To consider the School Development Plan for 2021-2022.</p> <p>The comprehensive document was received before the meeting.</p> <p>Trying to present in a useful manner on a one-page summary. Some area are linked to Ofsted criteria and other more HBS driven. Actions sit behind each area. The vision is broken down to year deliverables.</p> <p>Faculty Development plans can be discussed on link visits.</p> <p>Q: One pager is a really great summary. A: If too long it becomes hard to review We can RAG rate easily.</p>	
19.	<p>To consider approval of the following policies:</p> <p>Pastoral Committee: Behaviour Policy School Rules Partnership Agreement between School and Home</p> <p>Hoping to align policies. The Behaviour Policy has been simplified. Have two grids – reward and consequences and being transparent about these. Synchronised with SchoolBus and legal frameworks and DfE guidance Fully compliant but hopefully easy to understand.</p> <p>The policies are recommended for approval by the Pastoral Committee.</p> <p>Q: There are a couple of comments on Google drive regarding formatting and font changes. A: We will double check this.</p> <p>The Behaviour Policy, School Rules and Partnership Agreement between School and Home were unanimously APPROVED.</p> <p>Resources Staff Health and Attendance Policy</p> <p>This was unanimously APPROVED subject to full review in Autumn.</p> <p>ACTION 6</p>	Resources Committee
20.	<p>To receive an update on Cyber Security.</p> <p>The paper was received before the meeting.</p> <p>Cannot be complacent but have provided mitigations taken. Will update the Disaster Recovery policy and SM will be critical friend for this. HfL approach is as good as can be within limits we can afford.</p> <p>Q: Back-ups – need to know when last restore was checked and whether it was successful. A: Internal testing needs updating – IT have large programme of works. HfL maintain key sections and will check this.</p> <p>ACTION 7</p> <p>Q: HfL Chairs Update flagged cyber security needs to go on the agenda and stay as a regular item. ACTION 8</p>	FM Clerk

21.	To receive an update on vaccinations . Vaccination of children could happen over the summer. However it is not in the new guidance. CG expressed concerns at the implications of this for children. 12–15-year-old research has limited numbers involved and there is much misinformation. CG does not believe it is necessary for them and wished to flag this. Vaccinations are carried out through healthcare, independent of school – the school is just a venue and means to contact parents.	
22.	To note Trustee Development . HC – Chairs Network HfL. CG – Safeguarding, Safer Recruitment and Exclusions.	
23.	To receive any other business notified in item 4. There was none.	
24.	To note the date of the next meeting : 29/9/21	
	Close of meeting: 19.45	

Summary of Actions Agreed			
Action Point	Action	Responsibility	Status
1	Sign the minutes of FGB on 13 th May 2021 on GovernorHub.	JT	
2	C/F Consider using a quiz to ensure understanding of KCSIE	HC	
3	C/F Decide how to report Horizon Scanning in Autumn term.	HC	
4	C/F Send note to staff to thank for mass testing operation.	HC	
5	Poll in advance to see if anyone wishes to attend an in person meeting remotely.	Clerk	
6	Staff Health and Attendance Policy to be reviewed in the autumn term.	Resources Committee	
7	When was the last system backup restored and was it successful?	FM	
8	Add cyber security update as standing item for FGB.	Clerk	

Approved: _____
FGB: 6th July 2021