



Hitchin Boys' School

MINUTES FOR FULL GOVERNING BOARD MEETING

Tuesday 7th July 2020 at 6.00pm

Board Members	Attendance 2019/2020	Present at this meeting
Dr Helen Corkill (HC) Co-opted Governor – Chair	5/6	Dr Helen Corkill (HC) Co-opted Governor – Chair
Mrs Cheryl Grainger (CG) Community Governor – Vice Chair	6/6	Mrs Cheryl Grainger (CG) Community Governor – Vice Chair
Mr John Turney (JT) Parent Governor – Vice Chair	6/6	Mr John Turney (JT) Parent Governor – Vice Chair
Mr Phil Addison (PA) Parent Governor	6/6	Mr Phil Addison (PA) Parent Governor
Mrs Emily Brinkley (EB) Staff Governor	5/6	Mrs Emily Brinkley (EB) Staff Governor
Mr Neil Broughton (NB) Parent Governor	5/4	Mr Neil Broughton (NB) Parent Governor
Mr Martin Brown (MB) Headteacher	5/6	Mr Martin Brown (MB) Headteacher
Mr David Hutchinson (DH) Community Governor	4/4	Mr David Hutchinson (DH) Community Governor
Mr Phil Laws (PL) Community Governor	4/6	Mr Phil Laws (PL) Community Governor
Mr Steven Marlow (SM) Community Governor	4/4	Mr Steven Marlow (SM) Community Governor
Mrs Janet Radley (JR) Co-opted Governor	6/6	Mrs Janet Radley (JR) Co-opted Governor
Miss Kathryn Rainbow (KR) Staff Governor	5/6	Miss Kathryn Rainbow (KR) Staff Governor
Mr Bhagwant Singh (BS) Co-opted Governor	6/6	Mr Bhagwant Singh (BS) Co-opted Governor
Mrs Liz Taplin (LT) Staff Governor	6/6	Mrs Liz Taplin (LT) Staff Governor
Mr Michael Taylor (MT) Community Governor	6/6	Mr Michael Taylor (MT) Community Governor
Cllr Richard Thake (RT) Community Governor	6/6	Cllr Richard Thake (RT) Community Governor
Mr Kris Whitmore (KW) Community Governor	4/4	Mr Kris Whitmore (KW) Community Governor

In attendance:

Fergal Moane
 Henry McElroy – outgoing Head Prefect
 Connor Rathbone – incoming Head Prefect
 Ali Brabner – Clerk

Approved: _____
 FGB: 7th July 2020

	The meeting was conducted remotely using Zoom owing to Covid-19 restrictions.	Action
1.	Welcome Governors were welcomed to the meeting.	
2.	To receive apologies and approve absences There were no apologies. MT has to leave the meeting at 7pm.	
3.	To declare any conflict of interest that may arise during the meeting <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> There were none.	
4.	To receive notification of any other business for item 25. There were none.	
5.	To receive the Head Prefect Report . This is a unique situation – we have the retiring Head Prefect and the new Head Prefect joining us at the meeting tonight. Henry will give his last few words in the role. Time since lockdown has passed strangely. It has all merged into one for year 13 in particular, waiting for next phase of their life journey. Founders’ Day was done as well as it could have been in the circumstances. It would be nice to have a final meeting day to say goodbye once we can. Many have asked how results day will pan out – will it be in school? The senior prefect team would like something in school if possible, in smaller groups. Year 12s preferred being in school - it is easier to spread work out because of social distancing! Social distancing is easy to follow in school. Some weekly catch ups have been good with some staff / departments. Thank you to the Governing Board for all your help over the past year and good luck to Connor. Thank you to Mr. Brown – you have been a great role model over the last 10 years. Connor Rathbone was welcomed and asked if he would like to introduce himself to the Board.	

<p>11 Ask Martin Monks or Mat Wilson to attend next Pastoral meeting. Clerk COMPLETE</p> <p>12 Add record on Link Governor contact to GovernorHub. All ONGOING</p> <p>13 Investigate recording of Trips and Visits income and expenditure in management accounts. DI-W Not yet resolved but in hand.</p> <p>14 Confirm with Tillyard that we will not pay penal interest. DI-W C/F ACTION 7</p> <p>15 Provide a list of financial acronyms for next meeting. DI-W C/F – in hand for next Resources meeting ACTION 8</p> <p>16 Amend Virtual Meeting Policy. CG COMPLETE</p> <p>17 Format Exams Policy and pass to C Hope to upload. DI-W COMPLETE</p> <p>18 Policy for Offsite visits and LOtC Activities to be reformatted. DI-W COMPLETE</p> <p>19 Determine whether Governor responsible for Trips is needed. HC Agenda item 18.</p> <p>20 Return Policy for Offsite visits and LOtC Activities to FGB. Clerk Agenda item 18.</p> <p>21 Coordinate amendments to Careers Education, Information, Advice and Guidance Policy. MB COMPLETE</p> <p>22 Update Governors on review of wider opening of school Risk Assessment after 2 weeks. MB COMPLETE. New Risk Assessment uploaded for last week on GovernorHub.</p> <p>23 Changes to Risk Assessment to be emailed to Governors. MB COMPLETE</p> <p>24 T&L Committee to consider whether to consider further how race and equality are covered in the curriculum in September. Clerk Ongoing</p> <p>25 Determine when a Governor could attend a meeting to thank staff. MB COMPLETE. 70 plus staff at the meeting. Thanks in cake form in Autumn once safe to do!</p>	<p>DI-W</p> <p>DI-W</p>
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9.	<p>To receive the Management Accounts.</p> <p>These were received before the meeting.</p> <p>At the moment, showing a deficit adjusting for reduced revenue from Sports Centre and Canteen.</p> <p>Improvement on April position. Accounts up to date – about to get June. First time all received and up to date so very encouraging.</p>	
10.	<p>To consider the proposed Budget for 2020-2021.</p> <p>This was received before the meeting.</p> <p>Balanced budget, so all income spent. Based on this year with appropriate uplifts for salary increases etc. Reallocated some staff from educational support staff to other staff costs.</p> <p>Q: Why do we have costs over the revenue on Management Accounts and other way around for budget?</p> <p>A: This has been produced using the old format.</p> <p>Q: When will these convert to new format?</p> <p>A: We can ask DI-W to do this. ACTION 9</p> <p>The proposed budget was APPROVED.</p>	DI-W
11.	<p>To consider the School Development Plan for 2020-2021.</p> <p>This was received before the meeting.</p> <p>Based on plan without Covid19 interruptions. Previous key priorities reviewed and then three new set:</p> <ol style="list-style-type: none"> 1. SEND progress and personal development. 2. Dealing with COVID19 interruption. 3. Curriculum intent. – successful in implementation and impact but some work needed for curriculum intent. <p>Document focusses on how to deliver these priorities.</p> <p>Q: There needs to be work with Governors on intent.</p> <p>A: This has been planned.</p> <p>Q: Should we use the term 'more significant boys' in the report?</p> <p>A: Can change the wording. ACTION 10</p>	Head

	<p>Ofsted will be carrying out visits in the Autumn term – supportive visits with no judgement.</p> <p>Cannot make changes to curriculum until boys are back in.</p> <p>Q: PSHE and RSE – what are they? A: Relationship, Sex and Health Education is the new policy. Comes in Sept – calling Learning for Life. RSHE deferred until Spring but already working on this in school so fully covered.</p>	
12.	<p>To receive an update on any development in arrangements for sixth form leavers.</p> <p>Students will not be on site, but a virtual reward assembly is planned.</p> <p>Reminder to watch the Virtual Founders' Day.</p> <p>Q: Is there no way boys can come in to collect results? A: No.</p> <p>Q: Any later plan for Leavers? A: No – Virtual Founders' Day was it.</p>	
13.	<p>To receive a review of operations since 15th June wider opening.</p> <p>Gone as well as could have been expected. Slight issues in first week with some Year 10's not following social distancing but much better now. Might timetable differently were we to do again, but well worth doing for students and staff.</p>	
14.	<p>To note any Covid-19 annex changes for SEND Policy.</p> <p>Another document has just come about regarding SEND and Covid19. Not reviewed yet but appears to be a technical reinstatement. No change to annex required.</p>	
15.	<p>To consider the planning for September 2020 opening of school and how the process will be managed over the summer break.</p> <p>Over summer SLT will be in for results day and FM and MB will coordinate to make sure things are in place.</p> <p>"Normal Plus" in Sept – all students in, all of time, for full teaching with no additional resources available from DfE. Standard process. Talk of bubbles. Year group bubbles not possible unless compromise specialist teaching or the curriculum. Trying to find middle way to mix as little as possible, particularly KS3, but will move to specialist spaces for some subjects. Feels like the right approach. Must hit the ground running in Sept. Risk mitigation – one-way system, hand sanitiser stations, cleaning between sessions, staggered breaks and lunchtime in dedicated areas. Need to</p>	

	<p>consult with consortium about moving between sites. Shared with Heads of Departments and then staff on Friday. Union consulted too.</p> <p>Q: Induction and open evenings being virtual. Will all year group open evenings be virtual?</p> <p>A: On the plan but no answer at the moment. Should be able to do something to link parents with teachers in an equitable way.</p>	
16.	<p>To note arrangements for site opening and staff contact during the summer break.</p> <p>Site staff will be onsite all the time. Mail delivered to admin and checked a couple for time a week. From mid-August onwards, higher staff presence on site.</p>	
17.	<p>To receive a verbal update on the plan for Policy Review 2020.</p> <p>A lot going on at the moment – chasing up in next week to make progress and decisions.</p>	
18.	<p>To consider approval of the following policies:</p> <p><u>Policy for Offsite Visits and LOtC Activities</u> Reformat off Google docs if necessary. ACTION 11 Subject to reformatting, APPROVED.</p> <p><u>Data Protection Policy</u> Q: 11.5 Fee can be charged in some circumstances – e.g. requesting a second time. A: Need to check with HfL. ACTION 12</p> <p>Q: 11.6 – trying to identify who is requesting is important. How will we check the person is who they say they are? A: Ask for reasonable ID – the policy says this.</p> <p>APPROVED FOR CHAIR'S ACTION once queries resolved. ACTION 13</p> <p><u>Employee Disciplinary Policy</u> Alter title to Employee Disciplinary Policy ACTION 14 APPROVED subject to amendment.</p> <p><u>Inventory and Disposals Policy</u> One of sums is wrong (hammers). Delete the line. ACTION 15 APPROVED subject to amendment.</p> <p><u>Employee Code of Conduct</u> APPROVED</p> <p><u>SEND Policy</u> Some typos – marked on the document. Q: On front page – should there be names or initials on the front? A: Give full name and title.</p>	<p>SLT</p> <p>SLT</p> <p>Chair</p> <p>SLT</p> <p>SLT</p>

	<p>Q: Why do we have HBS on title? Don't need HBS A: Will remove.</p> <p>Mistake on page 1 – partnership with parents and parents needs altering. Refer for all typos noted. ACTION 16</p> <p>Subject to amendments, APPROVED FOR CHAIR'S ACTION. ACTION 17</p>	<p>SLT</p> <p>Chair</p>
19.	<p>To receive an update on the Manor House development.</p> <p>Nothing to update.</p> <p>Q: When are they likely to finish? A: Do not know.</p> <p>Q: How long held up? A: 6 weeks.</p> <p>Have been very good throughout.</p>	
20.	<p>To receive and consider any Link Trustees Reports / updates.</p> <p>There were none.</p>	
21.	<p>To receive update on Safeguarding.</p> <p>Group meeting every Fri. One new live case. Remarkably calm. All cases contacted.</p>	
22.	<p>To note Trustee Development.</p> <p>RT – booked on Safeguarding course. PA & JT – completed virtual Safeguarding course last week. JT – H&S course. HC – Equality and Diversity training, and Cyber Security Awareness. JR – Role of Safeguarding Link Governor tomorrow. 2 Modern Governor online courses – Finance and Governor Visits. Reports from Safeguarding course sent to Safeguarding Governor to consider.</p>	
23.	<p>To give thanks to Martin Brown, Jackie Lansdown, Emily Brinkley, and Sarah Ziebland.</p> <p>To note thanks to all long-serving members of staff who are leaving the school at the end of the summer.</p> <p>Thanks to Sarah Ziebland for support and help to members of Governing Boards over last few years and help to HC particularly. MB to pass on. ACTION 18</p>	<p>Head</p>

	<p>Thanks to Jackie Lansdown – stepping down after 29 years, attending Governor meetings during much of that time. Thanks to Jackie – very appreciative of dedication and help provided – her statistics were useful and she is very good at explaining them!</p> <p>Au revoir to EB – her last meeting tonight. Stepping up to pastures new following promotion within the school to Head of Year7. Thank you for all work in meetings and behind the scenes. Thank you and congratulations.</p> <p>A number of staff are leaving who have done 10 plus years at the school. 156 years between them! Steve Swallow retiring, after 10 years, Dave Smith retiring after 14 years, Chris Pugh promoted to AHT at another school after 15 years, Sue Pitts stepping down after 17 years, Steven Pinhorn retiring after 27 years, Jackie Lansdown stepping down after 29 years, Hazel Scripps retiring after 34 years. Have written to them all to wish them well and would like to record thanks for all their services to the school over many years.</p> <p>Last but not least, retiring after 10 years is Martin Brown. We will wish him well next week but thanks and appreciation are inadequate. Thanks for everything you have done for the school, and for how it has changed in last 10 years from the school you joined. Thank you! Enjoy your retirement.</p> <p>Thanks from MB for support over past years.</p>	
24.	<p>To receive any other business notified in item 4.</p> <p>There was none.</p>	
	<p>Close of meeting: 19.20</p>	

Summary of Actions Agreed			
Action Point	Action	Responsibility	Status
1	Sign minutes of 9/6/20 FGB remotely and send to Clerk.	Chair	
2	Ensure GovernorHub details are up to date including training record (address, phone and DBS as minimum). Clerk to confirm how to update.	All / Clerk	
3	Jr to contact OI regarding new Safeguarding Policy.	JR	
4	Decide whether to continue Horizon Scanning.	Chair	
5	Bring DBS into school.	DH	
6	Allocate Link Governors after determining areas requiring links.	Chair / SLT	
7	Confirm with Tillyard that we will not pay penal interest.	DI-W	
8	Provide a list of financial acronyms for next Resources meeting.	DI-W	
9	Present budget in new format so that Revenue appears above expenditure, as per monthly accounts.	DI-W	
10	Amend wording in School Development Plan	Head	Complete
11	Check whether Policy for Offsite Visits and LOtC Activities needs reformatting out of Google Docs	SLT	
12	Determine charging options in Data Protection Policy with HfL.	SLT	Complete
13	Once queries resolved, Data Protection Policy to be approved by Chair's Action.	Chair	Complete
14	Alter title of Employee Disciplinary Policy (currently says Staff)	SLT	
15	Delete sum in Inventory and Disposals Policy (hammers)	SLT	
16	Amend SEND policy as per comments on the document.	SLT	
17	Once amendments are made, SEND Policy to be approved by Chair's Action.	Chair	
18	Pass thanks to Sarah Ziebland for all of her support and help.	Head	