

Hitchin Boys' School
Meeting of the Full Governing Body
Tuesday 12th December 2023
Time: 6.00pm

Location: Woodlands *with optional attendance online via MS Teams*

Board Members	Attendance 2023 / 2024	Present at this meeting
Dami Ajagabonna (Acting Co-Headteacher)	1/2	Dami Ajagabonna (Acting Co-Headteacher)
Martin Monks (Acting Co-Headteacher)	2/2	Martin Monks (Acting Co-Headteacher)
Dr Helen Corkill (HC) Co-opted Trustee (FGB Chair)	2/2	Dr Helen Corkill (HC) Co-opted Trustee (FGB Chair)
Mr Neil Broughton (NB) Parent Trustee	2/2	Mr Neil Broughton (NB) Parent Trustee – (Chair)
Mr Bryan Gillingham (BG) Trustee	1/2	Absent
Ms. Kirsty Harvey (KH) Parent Trustee	0/2	Agreed leave of absence
Ms Jen McCall (JM) Co-opted Trustee	0/2	Absent
Mr Bhagwant Singh (BS) Co-opted Trustee	2/2	Mr Bhagwant Singh (BS) Co-opted Trustee
Mr Kris Whitmore (KW) Trustee	2/2	Mr Kris Whitmore (KW) Trustee
Mr Chris Schanschieff (CS) Trustee	2/2	Mr Chris Schanschieff (CS) Trustee
Mr Philip Addison (PA) Trustee	2/2	Mr Philip Addison (PA) Trustee
Mr David Hutchinson (DH) Trustee	1/2	Mr David Hutchinson (DH) Trustee
Ms Hazel Jones (HJ) Co-opted Trustee	2/2	Ms Hazel Jones (HJ) Co-opted Trustee
Mr Phil Laws (PL) Trustee	1/2	Mr Phil Laws (PL) Trustee
Mr Steven Marlow (SM) Trustee	2/2	Mr Steven Marlow (SM) Trustee

Ms Janet Radley (JR) Co-opted Trustee	2/2	Ms Janet Radley (JR) Co-opted Trustee
Ms Kathryn Rainbow (KR) Co-opted Trustee	1/2	Absent
Mr Michael Taylor (MT) Trustee	2/2	Mr Michael Taylor (MT) Trustee
Cllr Richard Thake (RT) Trustee	2/2	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	1/2	Absent
Ms Liz Taplin (LT) Co-opted Trustee	2/2	Ms Liz Taplin (LT) Co-opted Trustee
Ms Vicki Whent (VW) Co-opted Trustee	1/2	Absent

In Attendance: Deborah Ivory-Webb (DI-W), Michael Page (MP), Andrew Gilbert (AG), Jo Shale (JS), Will Galliford (WG) Head Boy

Clerk: Siobhan Morgan

No.	Item	Action
1.	Welcome and introductions.	
2.	To receive apologies and approve absences . Kathryn Rainbow, Steven Marlow, Tim Middleton, Jen McCall and Jo Weston sent their apologies.	
3.	To declare any conflict of interest that may arise during the meeting and any changes in declarations of interest . <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> There were no conflicts of interest.	
4.	To receive notification of any other business . There was no other business.	
5.	To receive Head Boy's report	

	<p>The Board were informed that the school had held a joint Culture Day with Hitchin Girls School. Students were encouraged to wear clothes from their own communities. The canteen provided food from different countries. They discussed different cultures during form time. It was a celebration of all at HBS.</p> <p>The school have chosen Essex and Herts Air Ambulance and Cancer UK as their charities.</p> <p>Student Voice discussed introducing a contract between Students and teachers. Some anti-social behaviour has been noticed on their field and some older boys have been kicking balls away and playing rugby on the field. It was noted that there should be no rugby played on the fields, there should be designated areas for different year groups and no phones are allowed at school. The proposal is that boys sign a contract at the beginning of the year and if they break the rules there will be a sanction.</p> <p>Q. Do you only banish mobile phones on the field? A. Throughout the whole school.</p> <p>It was noted that the Behaviour Policy works really well but there is a need to reward positive behaviour too.</p> <p>Q. Could you get the air ambulance visit? A. We have had them a few years ago as our field is a designated landing spot for them. They have led assemblies in the past.</p>	
6.	<p>Minutes of the Meeting held on 25th September 2023</p> <ul style="list-style-type: none"> • To approve the minutes • To consider matters arising <p>HC to send the clerks her amendments to the Minutes.</p> <p>No other comments were received. The Minutes were adopted subject to HC comments.</p> <p><i>Trustees were reminded to check that they have reviewed their declarations of interest on GovernorHub- Most have completed this but not all.</i></p> <p><i>Four Trustees agreed to support HC in her role as Chair. HC to email Trustees again to seek additional volunteers. – HC Still needs some additional volunteers especially just after Christmas. PA agreed to take on the Trustees Skills Audit.</i></p> <p><i>HC will send a list of the Chair's duties to the Board. – Done.</i></p> <p><i>Typos in the Minutes of the 4th July to be corrected. – Done</i></p>	PA/Clerk

	<p><i>The Minutes state that the Staff Wellbeing Survey will be shared when complete. This has not been fed back to the relevant person. The Pastoral Committee to follow up. – This will be put on Agenda for the next meeting.</i></p> <p><i>The Minutes to be signed – Done.</i></p> <p><i>Headboy to suggest a code of conduct to students. This will be brought forward to the next meeting for further discussion. – Work has started, and Trustees will be updated after Christmas.</i></p> <p><i>To revise the Complaints Policy and Procedure to ensure it is more accessible and more easily understood by parents. HC and HJ to do for the December FGB. - There is a policy day planned to revise these and other policies.</i></p> <p><i>The Promoting Positive Behaviour Policy needs to change references from fixed exclusions to suspensions. – Done.</i></p> <p><i>The school to advise the Teaching and Learning Committee on the monitoring and filtering system they use. – Done.</i></p> <p><i>MM to give further details about the A Level results to the Teaching and Learning Committee. – Done.</i></p> <p><i>To remove the reference to the Behaviour Policy at section 2.4 of the Promoting Positive Behaviour Policy. – Done.</i></p> <p><i>To correct typos in the Governance Policy. There is a "C" missing on the word committee at item 17. There is an "E" missing from the word performance at item 10. – Done.</i></p>	
7.	<p>Financial Matters Please submit any questions to the clerk in advance of the meeting.</p> <p>a) To receive the Audited Accounts for the Financial Year Ended 31st August 2022 b) To receive the Trust's Annual Report for the Financial Year Ended 31st August 2022</p> <p>Trustees were told the accounts must be lodged by 31st December.</p> <p>No questions were received in advance.</p> <p>The school received the accounts that morning and the Management Letter to Trustees was received later that day.</p> <p>The Accounts were agreed at the last meeting and there had been no further changes. The only new information was the responses from the Trustees which were included in the Management Response Letter.</p> <p>Two weaknesses were identified.</p>	

	<ul style="list-style-type: none"> The Register of Conflicts of Interest on the website, although updated annually, does not always align with the auditors' timings. In September the school Trustees and Members need to do make their KCSiE and other declarations. It was agreed that if all declarations are looked at, at the same time, this will keep the school aligned with the auditor's timelines. With regards to the disclosure of salaries over £100,000. The previous Headteacher did earn more than £100,000 after the recent pay increase and this had not been declared. This has been updated. <p>The school were sent a £78,000 rates bill from North Herts District Council for the Pavilion and J Block Buildings which had been backdated for over six years. DI-W had a number of conversations with EFSA and they agreed to pay the bill.</p> <p>Q. As a charity can't we apply for charitable status? A. We are a charity in that we are a school, we are not that sort of charity.</p> <p>The fixed asset measurement has been amended. An error had been made by the previous auditor. This has been fixed.</p> <p>The accounts are ready to be signed. The report is for the school's benefit and will not go into the public domain.</p> <p>The trustees unanimously agreed to approve the audited accounts.</p> <p>The Members agreed to receive the audited accounts.</p> <p>Trustees wanted to express their gratitude to the school team in putting this all together.</p> <p>c) To receive the most recent School's Updated Financial Management Accounts 2022 – 2023 – Trustees received the accounts for September and October. They were informed that the surplus was the money put aside for the updated salaries which are yet to be paid.</p> <p>The two letters of representation were signed. The Representation for Audit was signed by HC and the Representation for Regularity was signed by MM.</p>	
8.	<p>To receive Lead Trustee reports:</p> <p>(a) Safeguarding (J Radley) Trustees were told that the Section 128 check is the barred list. The school check this whenever they want to employ someone.</p> <p>It was noted that at a previous Committee John Rayner informed Trustees that HFL buy into a lot of Cyber Security and the school buy this from them.</p> <p>It was noted that Trustees have undertaken Cyber Security training.</p>	

	<p>Q. Is there any plan to make staff do Cyber Security training annually? A. No.</p> <p>Q. Is that something you would look at? A. We have to look at what are the greatest risks. IT keep people updated.</p> <p>Q. Do the staff do Cyber Security training? A. We have updates they do, and we direct people to things they need to know.</p> <p>An action was agreed to look at this in the ARR Committee.</p> <p>DI-W to look at a different (electronic) system for logging in as visitor to the school.</p> <p>It was noted that the review of the Monitoring and Filtering system should be included in the report as a Trustee should be checking this every year.</p> <p>There was a discussion about DBS renewal. The system is quite costly. Staff members who remain employed and don't move to another post do not have their DBS renew. It was noted that as soon as a DBS has occurred it is out of date.</p> <p>The school encourages people to sign up to the DBS update service, especially supply teachers, as this ensures checks are kept up to date.</p> <p>(b) SEND (V Whent) VW noted that there was SEND action plan in GovernorHub which she will review for the next meeting.</p> <p>Trustees were told that things are going well. <i>Launchpad</i> has started and there are eight students there. These students are all on the SEND register. VW is hoping to meet with Charlie the <i>Launchpad</i> manager soon. Trustees were informed that the recent county SEND Ofsted inspection received a poor result.</p> <p>A Trustee, who is also a Councillor, asked whether the SENDCo could provide a written statement outlining the lack of provision and its challenges for him to take to County.</p> <p>(C) CLA (D Hutchinson) There are five looked after children in the school. The school are expecting to gain another eight next year.</p> <p>The current five are generally doing well academically and receiving support from a couple of charities. The main concern is that with an additional eight children the workload will explode. It was noted that other schools have a Pupil Premium coordinator. MM will speak to the new Headteacher about this when he arrives. It was suggested that it would be beneficial if the school had</p>	<p>BS</p> <p>DI-W</p> <p>VW</p>
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	<p>a lead staff member for both CLA and PP who is on the SLT and is not an administrator.</p> <p>Trustees were informed that SEND pupils achieved higher results than those on Pupil Premium. It was agreed that this would be raised as an item at the next Pastoral Meeting.</p>	<p>MM</p> <p>PA</p>
9.	<p>To receive the Acting Joint Headteacher's report</p> <ul style="list-style-type: none"> Report from UCAS on progress of university Application <p>More students have applied for university compared to previous years. The same number of pupils applied to Oxbridge as last year. Nine have interviews. The deadline for submitting an application to UCAS is the 31st January. Trustees will receive an update at the next meeting.</p> <ul style="list-style-type: none"> Staffing update <p>Staffing levels are stable. There are no teaching staff planning to leave at Christmas. There is a vacancy for a cover supervisor and an Exams Officer. There will be a couple of maternity leaves in the Spring. There will be some absences due to staff members having operations.</p> <p>The absence of support staff has doubled. One support staff member has been off for a while due to cancer. They are scheduled to come back at Easter.</p> <ul style="list-style-type: none"> HBS Learning Journey <p>Trustees were directed to a poster which shows students their personal development roadmap. There are curriculum maps for all years.</p>	
10.	<p>To receive the School's Risk Register</p> <p>RAAC had been added to the risk register since the last FGB. Trustees agreed to endorse the removal of it from the Risk Register as surveys had been conducted and it was found there was no RAAC present in the school.</p>	

	<p>It was noted that over 55% of the Governing Board were not up to date with their safeguarding. Trustees were told that if their training was over three years ago they must redo it as a matter of emergency.</p> <p>Trustees commented on the lack of consistency with Risk Registers colours and their RAG rating. MM will check the numbers and colours and ensure they match as they should.</p>	MM
11.	<p>To receive Minutes and updated ToRs of the following Committee Meetings</p> <p><u>Health, Safety and Premises, 27th September</u></p> <ul style="list-style-type: none"> • The committee discussed the results of the building surveys which found there was no RAAC present in the school. • They received an update from the site manager on the works to building. • There have been a couple of fire alarm drills. <p>Q. Did they look at the structure from outside or look deeper for the RAAC? A. Deeper. They took ceiling tiles off, they know the school, they investigated all the areas of concern and found nothing.</p> <p><u>Teaching and Learning, 3rd October</u></p> <ul style="list-style-type: none"> • The committee discussed internet safety. • They looked at the exams results and evaluated the actions taken to improve them. • They discussed staff turnover, which is low. <p><u>Pastoral Committee, 11th October</u></p> <ul style="list-style-type: none"> • The committee covered their usual eight areas. <p><u>Audit, Risk and Resources, 1st November</u></p> <ul style="list-style-type: none"> • The main purpose of the meeting was to approval the accounts. <p>The Trustees received the ToR from the Teaching and Learning and Pastoral Committees.</p> <p>The ARR ToR was agreed at the last meeting.</p> <p>It was agreed that a completed set would be submitted to the next FGB.</p>	
12.	<p>To approve the following School Policies: Please submit any questions or proposed changes to the clerk in advance of the meeting.</p> <ul style="list-style-type: none"> • HBS Directed Time Policy – Approved. <p>There was a discussion about the meaning of unattached teachers and whether the school used them. As an academy school HBS generally employ their own teachers except for supply teachers.</p> <p>Q. What about the music staff?</p>	

	<p>A. They are paid by the music service so they could be your unattached. Parents are paying for that. They would be subject to different time directives. The same as LAMDA teachers.</p> <ul style="list-style-type: none"> • HBS Early Careers Teachers and Initial Teacher Training Policy – Approved. • HBS Examinations Malpractice Policy – Approved. • HBS Pay and Performance Policy – Approved. • HBS Policy and Procedure on allegations of abuse against staff – It was generally agreed that the title could be considered unclear. It was suggested the title be rephrased to <i>HBS Policy and Procedure on allegations against staff, of abuse</i>. MM to consider revising the title. <p>It was also agreed that under the <i>legal framework</i> section there was an amendment to change the reference to the KCSiE 2021 to KCSiE 2023.</p> <ul style="list-style-type: none"> • HBS Provider Access Policy – Approved. • HBS Determined Admission Arrangements – Approved. <p>All policies were agreed subject to the minor change required to HBS Policy and Procedure on allegations against abuse of staff.</p>	<p>MM</p> <p>Helen Leaver</p>
13.	<p>Evaluation of the School</p> <p>a) To receive the HfL Education School Effectiveness Advisor's Report, Autumn 2022</p> <p>The Trustees were directed to the colour codes at the end of the report which are dark green which is outstanding.</p> <p>A Trustee thanked the school for inviting them to the visit and gave their apologies that they couldn't attend.</p> <p>b) To receive the School Self-Evaluation Submission including Operation Searchlight. c) To receive the FFT (Fisher Family Trust) Governor Dashboard – The reports received on KS4 were positive. The only negative point was in regard to one course which the school knew was going badly.</p> <p>Trustees were advised that the ks5 results can be skewed as some subjects have small classes. If one student underachieves it pulls the average grades down. The school results were mirrored by those nationally. It was agreed to put Operation Searchlight on the next Pastoral Meeting and Members Meeting.</p> <p>Q. I am surprised at results of Autumn term children? A. The FFT has found there is a difference in when you are born.</p>	<p>PA/Clerk</p>

	<p>It was noted that there was no obvious correlation in the scatter graph. There was no link to show that how a student performed at KS4 gave any indication of how they would perform in KS5.</p> <p>Attendance is strong. Almost all are green dots except for Yr7 which was due to a child who missed all the afternoons of the first term. This absence was required in his ECHP.</p> <p>d) To receive the IDSR – This was a positive document and highlighted the progress students are making at GCSE.</p> <p>Q. On self-evaluation you have school down as outstanding. We agree. You say the school is outstanding with an outstanding 6th form. Is that wording wise?</p> <p>A. We have to, on Ofsted reports they have a separate judgement for 6th form. When they look at 6th form it's not just about A level results it's about the experience they have. One of the reasons we didn't do well at A levels last year was because we over assessed how well they did at GCSE. There are no progress scores for A level.</p>	
14.	<p>Governance matters:</p> <ul style="list-style-type: none"> a) link trustee scheme re-launch update (NB) – relaunching these next term. Some changes and additions to links. Will go out before year ends. b) Trustee skills survey 2024 – PA will lead on this with HC. There was a discussion about which provider gives the best model. DI-W will search the one on the Key to compare. c) Trustee recruitment update (MT) – There are seven applications for the Parent Governor vacancy. Six have completed and parents are voting. All applicants have skills that are needed on the Board. Unsuccessful applicants could be offered a position as a co-opted Governor or Members. Trustees gave their thanks to Helen Leaver for all the help she has given in organising elections. d) Trustee training (including safeguarding) – Jo Weston will take the lead on Safeguarding. It was noted that Stone King were going to send a copy of their presentation. DI-W to chase. e) Updating of GovernorHub – Steven Marlow to streamline some of GovernorHub. Trustees will be able to comment on the process. 	<p>DI-W</p> <p>DI-W</p> <p>SM</p>
15.	<p>To note HBS FGB Meeting Dates</p> <p>19/03/24 02/07/24</p> <p>Trustees were asked for a volunteer to organise the tea party.</p> <p>Q. Are we going to do something before to meet Tim?</p> <p>A. We will do something social in January to make up for lack of Christmas do.</p>	
16.	To consider Any Other Business	

	Trustees were informed that Bryan Gillingham resigned as a Trustee on the 5 th December and has joined the Board of Members. Trustees wished to thank him for his work over the last three years and wished him well in the Board of Members.	
17.	Close of Meeting The Meeting ended on 19:49pm	

Summary of Actions Agreed		
Agenda Item	Action	Status
6	The Staff Wellbeing Survey to go on the Agenda for the next meeting.	PA/Clerk
8	The ARR Committee to look at Cyber Security Training for Staff.	BS
8	DI-W to look at a different (electronic) system for logging in as visitor to the school.	DI-W
8	The SENDCo to provide a written statement outlining the lack of provision and its challenges.	VW
8	MM to speak to the new Headteacher about appointing a Pupil Premium Coordinator.	MM
8	Trustees were informed that SEND pupils achieved higher results than those on Pupil Premium. It was agreed that this would be raised as an item at the next Pastoral Meeting.	PA
10	Trustees commented on the lack of consistency with Risk Registers colours and their RAG rating. MM will check the numbers and colours and ensure they match as they should.	MM
11	A completed set of the ARR Committee ToR to be submitted to the next FGB.	BS
12	It was agreed that the title of the <i>HBS Policy and Procedure on allegations of abuse against staff</i> policy could be considered unclear. MM to consider revising the title.	MM
12	It was agreed that under the <i>legal framework</i> section there was an amendment to change the reference to the KCSiE 2021 to KCSiE 2023.	Helen Leaver
13	It was agreed to put Operation Searchlight on the next Pastoral Meeting and Members Meeting.	PA/MP
14	DI-W will search for Trustee Skills Survey on the Key.	DI-W
14	Stone King to send a copy of their presentation.	DI-W

14	Steven Marlow to streamline some of the GovernorHub.	SM
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