



Hitchin Boys' School

MINUTES FOR FULL GOVERNING BOARD MEETING Thursday 13th May 2021 at 5.00pm

Board Members	Attendance 2020/2021	Present at this meeting
Dr Helen Corkill (HC) Co-opted Trustee – Chair	4/4	Dr Helen Corkill (HC) Co-opted Trustee – Chair
Mrs Cheryl Grainger (CG) Trustee – Vice Chair	4/4	Mrs Cheryl Grainger (CG) Trustee – Vice Chair
Mr John Turney (JT) Parent Trustee – Vice Chair	4/4	Mr John Turney (JT) Parent Trustee – Vice Chair
Mr Phil Addison (PA) Parent Trustee	4/4	Mr Phil Addison (PA) Parent Trustee
Mr Neil Broughton (NB) Parent Trustee	3/4	
Mr Bryan Gillingham (BG) Trustee	4/4	Mr Bryan Gillingham (BG) Trustee
Ms Kirsty Harvey (KH) Parent Trustee	2/2	Ms Kirsty Harvey (KH) Parent Trustee
Mr David Hutchinson (DH) Trustee	4/4	Mr David Hutchinson (DH) Trustee
Mr Phil Laws (PL) Trustee	4/4	Mr Phil Laws (PL) Trustee
Mr Steven Marlow (SM) Trustee	2/4	
Ms Jen McCall (JM) Co-opted Trustee	2/2	Ms Jen McCall (JM) Co-opted Trustee
Mr Fergal Moane (FM) Head teacher	4/4	Mr Fergal Moane (FM) Head teacher
Mrs Janet Radley (JR) Co-opted Trustee	4/4	Mrs Janet Radley (JR) Co-opted Trustee
Miss Kathryn Rainbow (KR) Co-opted Trustee	4/4	Miss Kathryn Rainbow (KR) Co-opted Trustee
Mr Bhagwant Singh (BS) Co-opted Trustee	4/4	Mr Bhagwant Singh (BS) Co-opted Trustee
Mrs Liz Taplin (LT) Co-opted Trustee	4/4	Mrs Liz Taplin (LT) Co-opted Trustee
Mr Michael Taylor (MT) Trustee	3/4	Mr Michael Taylor (MT) Trustee
Cllr Richard Thake (RT) Trustee	4/4	Cllr Richard Thake (RT) Trustee
Ms Jo Weston (JW) Parent Trustee	2/2	Ms Jo Weston (JW) Parent Trustee
Mr Kris Whitmore (KW) Trustee	4/4	Mr Kris Whitmore (KW) Trustee

In attendance:

Connor Rathbone (CR) – Head Prefect

Ali Brabner – Clerk

		Action
	The meeting was conducted remotely using MS Teams owing to Covid-19 restrictions. The meeting was quorate.	
1.	Welcome and introductions. Trustees were welcomed to the meeting.	

Approved: _____
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2.	To receive apologies and approve absences . Apologies were received and accepted from SM and NB. JM will be late and PL will leave the meeting at 7pm.	
3.	To declare any conflict of interest that may arise during the meeting and any changes in declarations of interest . <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> None were declared.	
4.	To receive notification of any other business for item 23. Face Masks Update. HBS Values.	
5.	To receive the Head Prefect report . Assessment window for years 11 and 13 is going well. Students feel well prepared if somewhat stressed! School communicated well about areas to revise and working grade sent out in time to determine areas to improve. There have been 2 Covid cases. Face to face (F2F) contact has been widely uninterrupted – hope it stays at that way. 6 th form staff are advertising for senior prefect roles for next year. Staff also arranging a send off party for y13 on the final Friday of half term including an inflatable assault course and 5-a-side football. Details for end of year prom have been confirmed and payments are coming in. Students are learning well and 11- 13 in full swing of assessments. If pandemic situation improves, hopefully will be closer to normality in second half of summer term. Q: Where is the Prom? A: The Conservatory at Luton Hoo. Venue is reserved and funds coming in. Q: Are staff doing obstacle course? A: Probably! Thanks to CR for the informative update.	
6.	To approve the minutes of the AGM on 3 rd March 2021. These were agreed as an accurate record and were APPROVED. These will be signed electronically on GovernorHub. ACTION 1	HC
7.	To consider any matters arising from AGM on 3 rd March 2021. 1 Email any questions regarding HBS Annual Report to RS. All COMPLETE	
8.	To approve the minutes of FGB on 3 rd March 2021. These were agreed as an accurate record and were APPROVED. These will be signed electronically on GovernorHub. ACTION 2	HC

Approved: _____
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9.	<p>To consider any matters arising from FGB on 3rd March 2021.</p> <p>1 Sign minutes of the meeting on 26/11/20 on GovernorHub. HC COMPLETE</p> <p>2 Check confirmation of reading and understanding of KCSIE on GovernorHub and issue reminder. Clerk COMPLETE Could have a quiz to check reading</p> <p>ACTION 3</p> <p>3 Send reminder to confirm to Clerk GovernorHub contact details are up to date. Clerk / All C/F Please ensure mobile and address are up to date.</p> <p>ACTION 4</p> <p>4 Decide how to report Horizon Scanning next year. HC / Clerk CF Autumn</p> <p>ACTION 5</p> <p>5 BG and BS to discuss separately whether prior year outturn to be added to monthly accounts. BG/BS COMPLETE</p> <p>6 Let HC know if any issues with SchoolBus registration. All COMPLETE</p> <p>7 SM and HC to discuss use of HBS email and determine plan. SM/HC AGENDA ITEM</p> <p>8 Determine next policies to be reviewed. HC/FM COMPLETE</p> <p>9 Let Governors know whether the ethnicity of applicants during recruitment is recorded and whether the makeup of staff reflects the students and local community. FM AGENDA ITEM</p> <p>10 Share the Skills Audit via email and place on GovernorHub. HC COMPLETE</p> <p>11 Ensure GovernorHub training records are up to date. All C/F</p> <p>ACTION 6</p> <p>12 Arrange Governor Visit training HC / PL AGENDA ITEM</p> <p>13 Chase recording of Key for Governors GovernorHub update. HC COMPLETE</p> <p>14 Send any further comments on Vision 2025 to HC. All COMPLETE</p>	<p>HC</p> <p>All</p> <p>HC</p> <p>HC</p> <p>FM</p> <p>All</p>
10.	<p>To receive the minutes of the General Meeting of Members held on 26/04/21.</p> <p>These were not available – will add to GovernorHub once approved by the Chair.</p> <p>ACTION 7</p>	<p>Clerk</p>
11.	<p>To note the revised Articles of Association and the Funding Agreement and to consider the consequences of the changes.</p> <p>The Articles of Association are the rules governing our two boards and there are some consequences of the changes. The Funding Agreement tells the school how much money it will get and defines maximum capacity of the school. The existing Articles of Association and Funding Agreement were written in 2011 and in a fast-moving environment, things change so it is good to update.</p>	

	<p>In a practical sense, the changes to the Articles mean all will be trustees so will have a change in title. However, 'Governor' can still be used day to day. Most will also have a title change – staff governors are no longer staff governors, they become co-opted trustees now. BS and JR are still co-opted trustees. Elected parent governors become parent trustees and all community Governors become trustees. On GovernoHub there is a list of the changes so do look through. Will need to make changes on minutes and all documents. The website has been changed. Please highlight any areas missed on website.</p> <p>RT – will talk outside of the meeting about Councillors and trustees.</p> <p>Can now have a Patron for the school – any ideas, please let HC know.</p> <p>ACTION 8</p> <p>We are talking to University of Hertfordshire to see if a member can join the Board to increase strength of link.</p> <p>We now have lots more flexibility to get access to expertise. Still would like a lawyer on the Board if anyone knows one who might be able to help.</p>	All
12.	<p>To receive the Headteacher report (including Safeguarding and SEND updates).</p> <p>The report was received before the meeting.</p> <p>Summary – since last meeting, return to school. Effort around testing and staggered return. Teacher Assessed Grades is the other big item.</p> <p>Secondary allocation complete – at Published Admission Number (PAN) of 210 in year 7 so the year is full. There were two appeals, both of which were rejected. Differing profile of students this year – 4 Children Looked After (CLA) this year (higher preference in admissions criteria). 2 EHCP students as well. The CLA child in year 13 is off to Oxbridge so a great success. Phil Dawson will shadow Martin Monks as designated teacher for CLA because of younger age profile.</p> <p>Q: SEND students are increasing. Why is that?</p> <p>A: Have had challenges in the past but have recruited very successfully and performing at a higher level and satisfaction is increasing. However, other schools in the area have equally good SEND provision and there is just increases in numbers as better diagnoses. Priory School is one of Herts SEND Hubs from next year – dedicated funding so more complex needs children may choose there as there is significant funding to the new unit. Increase in numbers is a national trend.</p> <p>Q: Huge thanks to staff for mass testing operation. Not sure how we can do this.</p> <p>A: FM wrote to all volunteers but a note from the Board might be appreciated?</p> <p>ACTION 9</p> <p>Leadership and Management</p> <p>Decided Kirkland Rowell survey of staff would be better postponed. Have surveyed staff but would want this one on steady state. Working consultatively with staff and students via usual methods.</p> <p>Premises – windows completed and to a good standard. Will tour round once allowed back in. Gas works completed within boundary of school so now waiting for connection to street.</p>	HC

Staffing

Busy. 'Transfer window' closes 31st May so still time for resignations and may need to backfill. Have a few resignations – retirement, relocation and other moves. Some good recruitment too, in some shortage areas. Head of Technology will lead computing too. Vacancy exists for economics and business. Some support staff vacancies too. Internal Head of Year position and Associate Assistant Headteacher - lots of other internal appointments too so opportunities for progression within HBS.

Teaching School Hub – decision whether to go with Chiltern Learning Trust in Luton or Alban Teaching School. North Herts schools are trying to work together – HGS leading on this.

Q: Contextual data – current capacity 1035 – should that be updated?

A: Yes, it comes off GIAS. Once approved by DfE, it will filter through.

97.4% attendance. Strong position. Ahead of target. Covid cases low this term. Students Persistent Absence – still some issues.

Behaviour and Achievement – shows points awarded and can see Achievement outweigh Behaviour points considerably. Exclusions remain low – there are more cases of extreme behaviour though. Probably post Covid effect and struggling with structure. Alcohol and drugs on site, and some racism despite hard work in this area. Could end in complaints. With the new Behaviour Policy we will ask all parents to sign the Home School agreement again which will emphasise parents supporting the school. Potential Permanent Exclusion has resulted in a managed move with support of pastoral team.

Q: Could the Home School Agreement have a link to the rules?

A: Will condense all into 1 page for rewards and one for consequences, will print on card and send home!

Return of clubs and ex curricular activities has been really good. Duke of Edinburgh awards restarting along with many other activities. Do need to moderate the number of communications about trips so all can plan. Learning for Life has linked to societal issues.

17.47 JM joined the meeting.

Quality of Education

Teacher Assessed Grades (TAGs) has been emphasis. Are currently in the May window for final sets of in class assessments. Some in March and fed back to students and parents. All have a basis to build on. Management of process – 7th June marking and moderation day. Still paying full exam fees to Boards! May get some refunds.

Appeals process – grade submitted 18th June. All schools will be sampled – they will be allocated students and must submit evidence in 48 hours. 10th & 12th August are results days. Appeals are zero cost to candidates. Tight turnaround by 23rd August for high priority appeals.

National teaching awards – nominated a number of staff. Rob Thorp was shortlisted and interview with panel was today.

Q: If it says yes for more than 3 data drops in Quality of Education, why is this not green?

A: Have slightly more than 3 reports because of consortium – we are looking to reduce the amount of data gathering next year.

	<p>The SEND update was attached.</p> <p>Q: Please thank SENDCO for this – very helpful.</p> <p>ACTION 10</p>	FM
13.	<p>To consider actions taken in response to "Everyone's Invited" situation and possibly support for parents.</p> <p>Safeguarding – have had a good look at this. The Policy is up to date. Been through checklist and checked compliance. Know all have attended KCSIE update but will do a quiz and will sample to check understanding. CPOMS has been really beneficial.</p> <p>Relationships and Sex Education – have done much work around this and pastorally around consent. Making sure this is sustainable.</p> <p>Working with parents – some of the testimonies on Everyone's Invited are very disturbing. Much can be outside of school boundaries so do need parents to support us. Will look to support parents with these conversations. Will put a programme together for parents next year.</p> <p>Q: Thanks to trustees who responded on this matter. There is some expertise on the Board to help with this next year.</p>	
14.	<p>To receive an update on the tender for the appointment of Auditors for 2020/21.</p> <p>Approached 4 companies – 1 declined to tender. Replaced with Price Bailey. No formal meetings with any due to Covid so became a paper based activity. Decided to progress further with Streets and Price Bailey. DI-W trying to get both to come in to present. Set up working party to look at this and waiting for dates and will make a recommendation. Were aiming for end of April but decided to have pension audit done with current incumbent and appoint in August, so not so urgent.</p> <p>2 Members have been approached to work on this.</p>	
15.	<p>To receive the Management Accounts.</p> <p>These were received before the meeting. There were no further questions.</p>	
16.	<p>To receive Committee reports (verbal):</p> <p>Teaching & Learning 25/03/21</p> <p>Considered the SEF Quality of Teaching. Update on pupil progress as usual. Looked at option choice and curriculum plans. Exam disruption. Looked at SEND action Plan – very pleased with this. Discussed updating this.</p> <p>Audit and Risk 27/4/21</p> <p>Main items were appointment of external auditors. Internal Scrutiny report – have a reciprocal agreement with HGS. Has visited and produced report. Nothing untoward. Plan of work for Responsible Officer and Internal Scrutineer so any updates welcome. Risk register reviewed.</p>	

	<p>Resources 27/4/21</p> <p>Management Accounts were the main item. Noted that Finance team and DI-W have done an excellent job. Forecasting a small surplus but do not know how lettings and Sports Centre will work out. Considered the Sports Centre and Canteen reports. Some write offs too – over £500 so needed formal approval which was given.</p>	
17.	<p>To consider approval of the following policies:</p> <p>Teaching and Learning: Curriculum Policy Read in conjunction with Options booklet.</p> <p>This was APPROVED.</p> <p>Critical Incident Response Plan Previously had names etc in it. Building a call tree to be kept up to date but not in policy.</p> <p>This was APPROVED.</p>	
18.	<p>To ratify Chair's Action to approve the Centre Policy for determining teacher assessed grades - Summer 2021.</p> <p>This was sent for Chair's Action. Overwhelming support. Some questions raised. Inclusion of blind moderation – have trained on unconscious bias. Not in policy as all faculties will take a slightly different approach depending on size of faculty. Some external validation will be used.</p> <p>The policy is from JQC – should stick to this as been through DfE and OfQual.</p> <p>Authentication on off site working – professional judgement. Did catch some cheating – we do not have automatic plagiarism checks but will deal with it if we spot it. System is open to abuse but doing what we can since schools are able to manage when they carry out assessments. We know students well – if sudden considerable anomalous improvement, will look at this.</p> <p>Chair's Action to APPROVE was RATIFIED.</p>	
19.	<p>To ratify the addition of the Sixth Form External Registration Form to the Admissions Arrangements supplied to Herts County Council.</p> <p>Q: Is there no priority for HBS boys? A: No limited for HBS as long as reach the entry requirements. This is for external applications.</p> <p>The addition of the form was RATIFIED.</p>	
20.	<p>To receive Governor updates:</p> <p>Tea Party with staff 2021 Scheduled for first half of autumn term instead. Will decide what is appropriate as we come back in Autumn.</p>	

	<p>Annual website compliance This has been updated with Governance sections. DH has been working on compliance. Still some to do – working with Caroline Hope.</p> <p>Governor Development Plan 2021-22 Need to develop a plan and so will put in place in Autumn.</p> <p>Governor Link Visits summer 2021 Steering Group discussed and will suspend this school year and reconvene in Autumn term.</p> <p>NGA logins Should all now have these. Please let HC know if do not have it. ACTION 11</p> <p>Updating Governor Hub details Discussed under item 9.</p> <p>Proposed Governor meeting dates for 2021/22 academic year. These are on GovernorHub now.</p> <p>Visits to school – if anybody would like to go around school, please let HC know and will arrange.</p> <p>Will have a look to see if possible after June 21st to have a Trustee get together one evening. HC will send poll for dates.</p>	All
21.	<p>To consider the use of HBS email addresses.</p> <p>How difficult will it be to use HBS emails? How much slower for response? Will email separately to answer question but please think in meantime.</p> <p>Need to consider confidentiality of Part 2 minutes issues whilst not meeting face to face.</p>	
22.	<p>To note Trustee Development.</p> <p>CG - Safeguarding Children Safer Recruitment and Exclusion training booked - extra dates have been made available.</p>	
23.	<p>To receive any other business notified in item 4.</p> <p>Masks – Official DfE guidance says face covering no longer required in classrooms and communal areas for students.</p> <p>Lawyers letter to threatened legal action if used. Unions say they will take action if they are not used.</p> <p>North Herts Heads met to coordinate – masks will be optional in class for students and for staff. In communal areas asking all to use – transition through corridors, in assemblies and lunch queues etc. Trying to take reasonable path. Most staff would prefer more caution but happy in classrooms as can maintain distance.</p>	

	<p>Q: HGS have sent letter. A: HBS have too.</p> <p>HBS Values This has been shared on GovernorHub. Surveyed students, voted on etc. 350 parent and trustees voted as well. Results are that for all year groups Respect was number 1 value. Others vary by year group. Younger years - teamwork, older emphasised ambition and excellence. Responsibility from parents. Integrity for older students.</p> <p>Will not try to reduce number but tried to look at values for self and those for interactions. Has not been shared with staff yet but please feedback to HC to collate.</p> <p>ACTION 12</p> <p>Q: Will meetings after 21/6/21 be face to face? A: Will take discussion offline.</p>	
24.	To note the date of the next meeting: 8 th June 2021	
	Close of meeting: 18:46	

Summary of Actions Agreed			
Action Point	Action	Responsibility	Status
1	Sign Minutes of AGM of 3/3/21 on GovernorHub.	HC	
2	Sign Minutes of FGB of 3/3/21 on GovernorHub.	HC	
3	Consider using a quiz to ensure understanding of KCSIE	HC	
4	Ensure address and mobile number on GovernorHub are up to date.	All	
5	C/F Decide how to report Horizon Scanning in Autumn term.	HC	
6	C/F Ensure GovernorHub training records are up to date.	All	
7	Add the minutes of the General Meeting of Members held on 26/04/21 to GovernorHub.	Clerk	
8	Let HC know of any thoughts of a Patron for the school.	All	
9	Send note to staff to thank for mass testing operation.	HC	
10	Please thank SENDCO for helpful report.	FM	
11	Let HC know if do not have NGA login.	All	
12	Feedback on HBS Values to HC to collate.	All	

Approved: _____
FGB: 13th May 2021