



Hitchin Boys' School

MINUTES FOR FULL GOVERNING BOARD MEETING Thursday 14th May 2020 at 6.00pm

| Board Members | Attendance 2019/2020 | Present at this meeting |
|--|-------------------------|--|
| Dr Helen Corkill (HC) Co-opted Governor – Chair | 3/4 | Dr Helen Corkill (HC) Co-opted Governor – Chair |
| Mrs Cheryl Grainger (CG) Community Governor – Vice Chair | 4/4 | Mrs Cheryl Grainger (CG) Community Governor – Vice Chair |
| Mr John Turney (JT) Parent Governor – Vice Chair | 4/4 | Mr John Turney (JT) Parent Governor – Vice Chair |
| Mr Phil Addison (PA) Parent Governor | 4/4 | Mr Phil Addison (PA) Parent Governor |
| Mrs Emily Brinkley (EB) Staff Governor | 3/4 | Mrs Emily Brinkley (EB) Staff Governor |
| Mr Neil Broughton (NB) Parent Governor | 2/2 | Mr Neil Broughton (NB) Parent Governor |
| Mr Martin Brown (MB) Headteacher | 3/4 | Mr Martin Brown (MB) Headteacher |
| Mr David Hutchinson (DH) Community Governor | 2/2 | Mr David Hutchinson (DH) Community Governor |
| Mr Phil Laws (PL) Parent Governor | 2/4 | Mr Phil Laws (PL) Parent Governor |
| Mr Steven Marlow (SM) Community Governor | 2/2 | Mr Steven Marlow (SM) Community Governor |
| Mrs Janet Radley (JR) Co-opted Governor | 4/4 | Mrs Janet Radley (JR) Co-opted Governor |
| Miss Kathryn Rainbow (KR) Staff Governor | 4/4 | Miss Kathryn Rainbow (KR) Staff Governor |
| Mr Bhagwant Singh (BS) Co-opted Governor | 4/4 | Mr Bhagwant Singh (BS) Co-opted Governor |
| Mrs Liz Taplin (LT) Staff Governor | 4/4 | Mrs Liz Taplin (LT) Staff Governor |
| Mr Michael Taylor (MT) Community Governor | 4/4 | Mr Michael Taylor (MT) Community Governor |
| Cllr Richard Thake (RT) Community Governor | 4/4 | Cllr Richard Thake (RT) Community Governor |
| Mr Kris Whitmore (KW) Community Governor | 2/2 | Mr Kris Whitmore (KW) Community Governor |

In attendance:

Henry McElroy (HM) – Head Prefect
Mrs Ali Brabner – Clerk

Approved: AC 15/06/20
FGB: 14th May 2020

| | | Action |
|----|--|--------|
| | The meeting was conducted remotely using Zoom owing to Covid-19 restrictions. | |
| 1. | To approve Virtual Meeting Protocols . These were APPROVED and have now been approved by all FGB members. | |
| 2. | Welcome. Governors were welcomed to the meeting and thanks were given to Henry McElroy (Head Prefect) for joining the meeting. | |
| 3. | To receive apologies and approve absences None were received. | |
| 4. | To declare any conflict of interests None were declared. | |
| 5. | Identification of items of Any Other Business for item 22. None were identified. | |
| 6. | <p>To receive Head Prefect Report.</p> <p>The is a good opportunity to hear how pupils are faring.</p> <p>Based on a survey of Y13 and some pupils who have been spoken with.</p> <p>It has been an unprecedented time, with many mixed feelings since lockdown. It was abrupt and to watch two years seem to disappear was very scary. Nobody actually looks forward to exams but many were looking forward to proving what they were capable of.</p> <p>A survey was sent out on Sunday to the year group.</p> <p>There were 22 responses from a wide range of students – it feels representative. Are they working? 50% are doing some work, 45% none, 5% not changed the amount of work since before lockdown and continuing at this rate.</p> <p>What are they doing most of time? Sitting around or watching tv. Getting jobs. Online courses. Cooking. Exercising.</p> <p>What couldn't they wait for? Seeing friends and going to next step of their lives.</p> <p>What are they missing from school? Friends / social aspects.</p> | |

Approved: AC 15/06/20

FGB: 14th May 2020

| | | |
|----|---|-------|
| | <p>Positives: Free time to relax, no responsibilities.</p> <p>Would you like more school support – 78% no. 22% yes - reassurance, interaction and encouragement.</p> <p>Would like teacher to email just to reassure that they are a point of contact. Barely heard anything from them. No positive, personal contact. A class Zoom maybe? Teachers to reach out? Pupils were told not to try to influence teachers about grades so they won't contact them.</p> <p>However, some staff have been contacting.</p> <p>Mental health – when they are feeling low who could they talk to? 10% said teachers. 80% said mates.</p> <p>How are they feeling? Most are good. Social contact ok to poor.</p> <p>Missing social contact side of school – would like to get in contact without breaching exam rules so they feel that time hasn't been wasted. They would like to have a day to say goodbye at some stage in the future when it is possible.</p> <p>Thanks were given to Henry – this has been very helpful and insightful.</p> <p>Q: Please could you share this with staff? A: Yes, of course.</p> <p>Q: Thank you. Very insightful. Endorse clear call for special Founders Day. Hope to find a way we can. A: Looking at idea and it is on the agenda to try to find a way of doing something with the Girls' School.</p> <p>Thank you for the survey and joining us today. Henry left the meeting.</p> | HM/MB |
| 7. | <p>To approve the minutes of AGM on 4th March 2020.</p> <p>The minutes were agreed as accurate and APPROVED. They will be signed remotely. ACTION 2</p> | HC |
| 8. | <p>To consider any matters arising from AGM on 4th March 2020. (NB: there are no matters arising on the draft minutes circulated for approval).</p> <p>There were none.</p> | |
| 9. | <p>To approve the minutes of FGB meeting on 4th March 2020.</p> <p>The minutes were agreed as accurate and APPROVED. They will be signed remotely. ACTION 3</p> | HC |

Approved: AC 15/06/20
FGB: 14th May 2020

13. To receive **Headteacher report** and **ask questions** (to include Covid-19 update and potential re-opening thoughts / plans).

The report had been provided in advance of the meeting.

Any questions?

Q: Resignations – Is it the Head of Department for PE?

A: Yes. He has been replaced with a member of staff from within the department. We are now recruiting a PE teacher.

Q: When does Head of Department leave?

A: End of term.

Q: Do we know where is he going?

A: An Independent school in Bedford.

Q: King James School is mentioned. Where is it?

A: New name for Meridian in Royston.

Q: Is there a date when all schools have to submit exam info to exam boards?

A: On 29th May we will be told how to submit data but know nothing further. Once the process is complete staff can get back in contact with Y13.

Q: What are the arrangements for Head of 6th Form?

A: A member of staff is retiring and is stepping down from SLT. They are not being replaced on the leadership scale. This gives a chance for new Head to review this. Andy McPherson will take 6th Form role (KS5). There will other changes to responsibilities to allow this.

Q: Returning to work – are there been any plans for this?

A: Have no guidance on date to work towards. Government would like some face to face contact before the end of the year but no date yet. No commitments for that. Have a plan for half year groups, small groups etc but awaiting further guidance.

Q: Could we put staff minds at rest with potential plans?

A: If only we could.

Q: The Government have given guidelines and it is clear they are seeking for Y10 and Y12 to have some time with teachers. They are prepared to consult. What are the plans? Accept it is a difficult question but not everything will be set out.

A: No plans for opening so no plan in place. There are a lot of contingency plans – e.g. if as many as possible are to come back in, we have a plan. 1 hour per week for each subject for each child. Nobody to stay for break or lunch. 2 hours in morning and 2 hours in afternoon. It will give core subjects more time, it will be difficult for practical subjects. One building will be open, max 10 boys per room with 2 metre gap. One-way system in hall. Try for boys not to leave rooms – staff to come to them. Boys will wait outside before the start of the session. May be that we will not do as much as that. Might be just with one teacher and not subject specialists.

Q: Will we have a consortium approach?

A: It is likely but not sure yet.

| | | |
|------------|--|---------------------------|
| <p>14.</p> | <p>To receive Committee Reports (verbal):</p> <p>From T&L Committee Meeting on 02/04/20 to include consideration of approval of the following policies: RSE Policy - APPROVED Exams Policy – Non final version supplied so cannot be approved. Return ACTION 11</p> <p>Looked at SEND report and decided HC and CG would work with Martin Monks (MM) and Mat Wilson (MW) and then have an extraordinary meeting to receive a Review and an Action Plan. There was a meeting on 7/5/20 with one item agenda. Added in all changes from this to the Review. Sent back for MM and MW to put into action plan.</p> <p>From Resources Committee Meeting on 30/04/20 to include consideration of approval of the following policies: Charging Policy - APPROVED E-Safety Policy – APPROVED</p> <p>Management accounts were the main topic of discussion. Shortfall on Sports Centre. Full year potential of £200k deficit. Sports Centre staff furloughed. Monthly managements accounts will come into HC going forward. Minimal help so far from HfL but have made contact again and hopefully will help.</p> <p>From Health, Safety and Premises Committee Meeting on 06/05/20. No policies. MB shared guidance for remote working. Several reports from Site Manager’s team – gas checks, fire safety etc. Upcoming works discussed. Moving the disabled parking bay to make 2. New long jump and triple jump tracks. Landscaping to fields. Sumer works plans, particularly around the tennis centre. Pathways being looked at as well and two worst being repaired.</p> <p>Q: Is there a school H&S Committee and H&S reps? A: No committee. Andy McPherson is H&S representative.</p> <p>To consider approval of: Home School Agreement. Q: Is this the right version as signature different. A: Yes, it is, Fergal Moane has signed. APPROVED</p> <p>Covid-19 Annex to Child Protection Policy. Legal template supplied. Incorporate change date onto policy. We would like a mechanism for updating and recording update. ACTION 12 APPROVED.</p> <p>Covid-19 Annex to SEND policy. This is a time limited change. The policy supplied did not have the annex. FGB APPROVED for HC and MB to approve this. ACTION 13</p> | <p>MB/HC</p> <p>MB/HC</p> |
|------------|--|---------------------------|

Approved: Ac 15/06/20
FGB: 14th May 2020

| | | |
|-----|---|-------|
| 15. | <p>To receive a verbal update on the plan for Policy Management.</p> <p>Have started work to review policies and processes. C/F to next meeting of T&L – 1st July. ACTION 14</p> <p>Q: Can we delegate to group? A: We will set up a working group to look at this and propose a process.</p> <p>Q: Is this around versions, authors etc? A: Need a new template and new ways of doing things. Huge piece of work and part of bigger project.</p> | Clerk |
| 16. | <p>To receive the Management Accounts.</p> <p>Most up to date accounts received before the meeting. Accounts APPROVED.</p> <p>HfL happy to help HBS, and we would like them to. Will check why this has not been followed up. ACTION 15</p> <p>Look carefully at these going forward at Resources and FGB.</p> | MB |
| 17. | <p>To receive the SEND Review.</p> <p>The Review had been received before the meeting.</p> <p>Q: A number of items referred to Pastoral Committee. Could PA meet with HC and CG to understand detail? A: Wait until Action Plan is complete and then address.</p> <p>The SEND Review was APPROVED.</p> <p>Q: Who will explain the outcomes? A: Ask MM or MW to attend next Pastoral meeting. ACTION 16</p> | Clerk |
| 18. | <p>To receive and consider Link Trustees Reports / updates.</p> <p>HC - Zoom visits with 6th Form and English. Very useful as two-way exercise. Gave staff the chance to have a chat. This will happen again on a monthly basis.</p> <p>CG – Zoom with Maths Head of Department. Just finishing predicted grades. Difficult for all but comfortable with result. Staff keen to get back. Head of Science – working on predicted grades again. Also recruited. Physics teachers hard to get. 2 new labs will not happen for Sept which is a shame.</p> <p>PA – Zoom with Support Staff. Really interesting. Real appreciation of what is happening behind the scenes. New intake, transition days, options etc in current lockdown. Trips having to be postponed, rescheduled etc and hard getting money back. Contacting vulnerable pupils. Reception on rota one day per week. Really helpful. Coping really well.</p> | |

Approved: HC 15/06/20
 FGB: 14th May 2020

| Summary of Actions Agreed | | | |
|---------------------------|--|----------------|--------|
| Action Point | Action | Responsibility | Status |
| 1 | Share Head Prefect Report with staff | HM / MB | |
| 2 | Sign approved minutes of AGM 4/3/20 | HC | |
| 3 | Sign approved minutes of FGB 4/3/20 | HC | |
| 4 | Ensure contact details on GovernorHub are up to date. | All | |
| 5 | Appoint Mental Health Link Governor at Sept FGB | Clerk | |
| 6 | Use model policy for new Safeguarding Policy as part of the policy review. | HC | |
| 7 | New policy compliance systems review at next FGB. | HC / Clerk | |
| 8 | Decide whether to continue with Horizon Scanning | HC | |
| 9 | Add DBS details and training to profile on GovernorHub | All | |
| 10 | Allocate Link Governor areas. | HC | |
| 11 | Exams Policy to be returned to be finalised. | MB | |
| 12 | A mechanism for recording changes to policies to be arranged. | MB/HC | |
| 13 | Covid-19 Annex to SEND policy to be approved by MB & HC. | MB/HC | |
| 14 | New policy system to be reviewed at T&L Committee 1/7/20. | Clerk | |
| 15 | Follow up HfL offer to support Monthly Accounts preparation. | MB | |
| 16 | Ask MM or MW to attend next Pastoral Committee. | Clerk | |
| 17 | Add records of Link Governor contact to GovernorHub. | All | |

Approved: A.M. Cobble, 15 June 2020
 FGB: 14th May 2020