

## Hitchin Boys' School

### MINUTES FOR FULL GOVERNING BOARD MEETING Thursday 14<sup>th</sup> May 2020 at 6.00pm

Board Members	Attendance	Present at this meeting
	2019/2020	
Dr Helen Corkill (HC) Co-opted Governor –	3/4	Dr Helen Corkill (HC) Co-opted Governor –
Chair		Chair
Mrs Cheryl Grainger (CG) Community	4/4	Mrs Cheryl Grainger (CG) Community
Governor – Vice Chair		Governor – Vice Chair
Mr John Turney (JT) Parent Governor – Vice	4/4	Mr John Turney (JT) Parent Governor – Vice
Chair		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	2/2	Mr David Hutchinson (DH) Community
Governor		Governor
Mr Phil Laws (PL) Parent Governor	2/4	Mr Phil Laws (PL) Parent Governor
Mr Steven Marlow (SM) Community	2/2	Mr Steven Marlow (SM) Community
Governor		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	4/4	Mr Bhagwant Singh (BS) Co-opted
Governor		Governor
Mrs Liz Taplin (LT) Staff Governor	4/4	Mrs Liz Taplin (LT) Staff Governor
Mr Michael Taylor (MT) Community	4/4	Mr Michael Taylor (MT) Community
Governor		Governor
CIIr Richard Thake (RT) Community	4/4	CIIr Richard Thake (RT) Community
Governor		Governor
Mr Kris Whitmore (KW) Community	2/2	Mr Kris Whitmore (KW) Community
Governor		Governor

### In attendance:

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

Approved:	HC.	15/06	720	
FGB: 14 <sup>th</sup> May		•		

	The meeting was conducted remotely using Zoom owing to Covid-19 restrictions.	Actio
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.	To receive Head Prefect Report.	
	The is a good opportunity to hear how pupils are faring.	
	Based on a survey of Y13 and some pupils who have been spoken with.	
	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.	
	A survey was sent out on Sunday to the year group.	
	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.	
	What are they doing most of time?	
	Sitting around or watching tv.	
	Getting jobs.	
	Online courses.	
	Cooking.	
	Exercising.	
	What couldn't they wait for?	
	Seeing friends and going to next step of their lives.	
	What are they missing from school?	
	Friends / social aspects.	

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	Positives: Free time to relax, no responsibilities.	
	Would you like more school support – 78% no. 22% yes - reassurance, interaction and encouragement.	
	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.	
	However, some staff have been contacting.	
	Mental health – when they are feeling low who could they talk to? 10% said teachers. 80% said mates.	
	How are they feeling? Most are good. Social contact ok to poor.	
	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.	
	Thanks were given to Henry – this has been very helpful and insightful.	
	Q: Please could you share this with staff? A: Yes, of course.	нм/мв
	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.	
	Thank you for the survey and joining us today. Henry left the meeting.	
7.	To approve the <b>minutes of AGM</b> on 4 <sup>th</sup> March 2020.	
	The minutes were agreed as accurate and APPROVED. They will be signed remotely.  ACTION 2	НС
8.	To consider any matters arising from AGM on 4 <sup>th</sup> March 2020. (NB: there are no matters arising on the draft minutes circulated for approval).	
	There were none.	
9.	To approve the minutes of <b>FGB meeting</b> on 4 <sup>th</sup> March 2020.	
	The minutes were agreed as accurate and APPROVED. They will be signed remotely.  ACTION 3	НС

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10.	To consider any <b>matters arising</b> from <b>FGB meeting</b> on 4 <sup>th</sup> March 2020.	
	<ol> <li>Let Clerk know of any changes needed to GovernorHub. All COMPLETE         Could Governors check contact details are correct in GovernorHub?         ACTION 4</li> </ol>	All
	<ol><li>Return Home School Agreement to PD for SLT to amend wording and return for FGB approval. JT <b>COMPLETE</b></li></ol>	
	<ol> <li>School to confirm to FGB who the Leader and Deputy are for Mental Health.</li> <li>MB Rose Oliva is Mental Health Lead and there is no Deputy.</li> </ol>	
	<ol> <li>Governing Board to appoint Mental Health link Governor. Board</li> <li>C/F to September FGB PA volunteered for this role</li> <li>ACTION 5</li> </ol>	НС
	5. Return Safeguarding Policy to PD for further amendments.JT <b>COMPLETE</b> Use a new model policy for this as part of policy review. <b>ACTION 6</b>	НС
	<ol> <li>Liaise with Staff Governors to suggest format for Governor / Staff Tea Party</li> <li>PA COMPLETE</li> </ol>	
	<ol> <li>Coordinate with school to determine Compliance Manager system for policies. HC Ongoing and return to next FGB. ACTION 7</li> </ol>	НС
	<ol> <li>Decide whether to continue with Horizon Scanning. HC / FGB</li> <li>C/F to September FGB. ACTION 8</li> </ol>	All
	9. Add links on GovernorHub to KCSIE consultation and Peer Support Research. Clerk <b>COMPLETE</b>	
	10. Add DBS details and training to profile on GovernorHub. All <b>C/F ACTION 9</b>	All
	11. Ensure school does not hold DBS certificates. HC <b>COMPLETE – None held.</b>	
	12. Allocate Link Governor areas. HC <b>C/F to September FGB.</b> Use interim links until then. <b>ACTION 10</b>	НС
	13. Add template for Link Governor Visits to Governor Hub. Clerk <b>COMPLETE</b>	
	14. Discuss exam contingency plans with PD. JT <b>COMPLETE</b>	
11.	To approve the minutes of <b>EGM</b> on 17 <sup>th</sup> March 2020.	
	The minutes were agreed as accurate and APPROVED.	
12.	To consider any <b>matters arising</b> from <b>EGM</b> on 17 <sup>th</sup> March 2020. (NB: there are no matters arising on the draft minutes circulated for approval).  There were none.	

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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 examinfo to exam boards?

A: On 29<sup>th</sup> 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 6<sup>th</sup> 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.

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### 14. To receive Committee Reports (verbal):

#### 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

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.

### **From Resources Committee**

Meeting on 30/04/20 to include **consideration of approval** of the following policies: Charging Policy - APPROVED E-Safety Policy - APPROVED

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.

### 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.

### Q: Is there a school H&S Committee and H&S reps?

A: No committee. Andy McPherson is H&S representative.

### 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

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.

MB/HC

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** 

MB/HC

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15.	To receive a verbal update on the <b>plan for Policy Management.</b>	
13.	To receive a verbar update on the <b>plan for Folicy Management.</b>	
	Have started work to review policies and processes. C/F to next meeting of T&L $-$ 1st July. <b>ACTION 14</b>	Clerk
	Q: Can we delegate to group?  A: We will set up a working group to look at this and propose a process.	
	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.	
16.	To receive the <b>Management Accounts.</b>	
	Most up to date accounts received before the meeting. Accounts APPROVED.	
	HfL happy to help HBS, and we would like them to. Will check why this has not been followed up. <b>ACTION 15</b>	МВ
	Look carefully at these going forward at Resources and FGB.	
17.	To receive the <b>SEND Review.</b>	
	The Review had been received before the meeting.	
	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.	
	The SEND Review was APPROVED.	
	Q: Who will explain the outcomes? A: Ask MM or MW to attend next Pastoral meeting. <b>ACTION 16</b>	Clerk
18.	To receive and consider Link Trustees Reports / updates.	
	HC - Zoom visits with 6 <sup>th</sup> 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.	
	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.	
	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.	

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	PL- Zoom with MW - SENDCo. Appreciative of having someone to talk to. Plan sessions going forward. E-mail with PE department – questions around how things are working now. Do miss out on physical interaction and keep thinking of ways to engage and help stay active. Newsletters going out. High Performance Group – discussed register and criteria. More info hopefully next week and further sessions.  MT – Spoken with Anne-Marie Hetherington. Sent rundown of creative arts faculties. Creative Arts Twitter – interesting reading and impressive work.  JR – Email with Languages. Finding it challenging – engagement varies. Some video lessons. Y11 engagement very sporadic. Loss of social life but team working hard to upskill in IT. Life balancing hard too.  Records of all updates to be placed on GovernorHub. ACTION 17	
19.	To receive update on <b>Safeguarding</b> .	
	There has been regular contact. Food vouchers if needed. There are some new Pupil Premium (PP) students. Food and laptops to students in need of them. Last week things started to feel more under control. Zoom sessions with counsellors – every 2 weeks. Parents making contact to say if pupils are struggling. Some more stressed than others and technology is ok to a point. Team work really well together. Regular contact with Hitchin Partnership and Phase. Students helped across the board. One family struggling with arguments and boy went to stay with father so supporting family. Food vouchers to all PP and others struggling. 40 additional students on verge of being at risk contacted on weekly basis. Zoom to support students. Y10 - some have given up so supporting those. Y11 quite disengaged. Offered interim work to support move. Only 2 students in school regularly.	
20.	To note <b>Governor Tea Party</b> with staff.	
	Thanks to all who made that work – on plan B!	
21.	To note <b>Trustee Development.</b> There was none.	
22.	To receive <b>any other business</b> notified in item 5.	
	Meeting for June 9 <sup>th</sup> – no tea party but simple agenda for 9 <sup>th</sup> – Management Accounts and update on reopening plans. Look at Risk Assessment at this meeting.	
23.	Close of meeting 19.45	

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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.	НС	
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.	МВ/НС	
13	Covid-19 Annex to SEND policy to be approved by MB & HC.	МВ/НС	
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.	МВ	
16	Ask MM or MW to attend next Pastoral Committee.	Clerk	
17	Add records of Link Governor contact to GovernorHub.	All	

Approved: H.M. Calle, 15 June 2020 FGB: 14th May 2020