



Hitchin Boys' School
Meeting of the Full Governing Body
Tuesday 19th March 2024
Time: 6.00pm

Location: The Archive Room and via MS Teams

Board Members	Attendance 2023 / 2024	Present at this meeting
Mr Tim Bennett (TM) (Headteacher)	1/1	Mr Tim Bennett TM (Headteacher)
Dr Helen Corkill (HC) Co-opted Trustee (Chair of Trustees)	3/3	Dr Helen Corkill (HC) Co-opted Trustee (Chair of Trustees)
Mr Neil Broughton (NB) Parent Trustee	3/3	Mr Neil Broughton (NB) Parent Trustee –
Ms Kirsty Harvey (KH) Parent Trustee	1/1	Ms. Kirsty Harvey (KH) Parent Trustee
Ms Jen McCall (JM) Co-opted Trustee	0/3	Absent
Mr Bhagwant Singh (BS) Co-opted Trustee	3/3	Mr Bhagwant Singh (BS) Co-opted Trustee
Mr Kris Whitmore (KW) Trustee	2/3	Absent
Mr Chris Schanschieff (CS) Trustee	2/3	Absent
Mr Philip Addison (PA) Trustee	2/3	Mr Philip Addison (PA) Trustee
Ms Hazel Jones (HJ) Co-opted Trustee	3/3	Ms Hazel Jones (HJ) Co-opted Trustee
Mr Phil Laws (PL) Trustee	2/3	Mr Phil Laws (PL) Trustee
Mr Steven Marlow (SM) Trustee	3/3	Mr Steven Marlow (SM) Trustee
Ms Janet Radley (JR) Co-opted Trustee	3/3	Ms Janet Radley (JR) Co-opted Trustee
Mr Michael Taylor (MT) Trustee	3/3	Mr Michael Taylor (MT) Trustee
Cllr Richard Thake (RT) Trustee	3/3	Cllr Richard Thake (RT) Trustee
Mr John Turney (JT) Trustee Vice-Chair	3/3	Mr John Turney (JT) Trustee Vice-Chair
Ms Jo Weston (JW) Parent Trustee	2/3	Ms Jo Weston (JW) Parent Trustee
Ms Liz Taplin (LT) Specialist Adviser	3/3	Ms Liz Taplin (LT) Specialist Adviser
Ms Vicki Whent (VW) Co-opted Trustee	2/3	Ms Vicki Whent (VW) Co-opted Trustee
Ms Clare Pearce (CP) Parent Trustee	1/1	Ms Clare Pearce (CP) Parent Trustee
Ms Alison Burrows (AB) Parent Trustee	1/1	Ms Alison Burrows (AB) Parent Trustee

In Attendance: Michael Page (MP) Chair of Members, Will Galliford (WG) Head Boy, Mr Richard Bull (RB) Prospective Trustee awaiting DBS clearance.

Clerk: Siobhan Morgan

No.	Item	Action
	<i>The FGB meeting will be preceded by the Annual General Meeting</i>	
1.	Welcome and introductions. The new Trustees CP and AB were welcomed to the meeting. KH was welcomed back from her leave of absence. Richard Bull was introduced to the Board as a prospective Trustee awaiting his DBS clearance.	

	<p><i>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. – The Risk Register format is being revised following further comments made at the ARR Meeting. The plan is to separate it into different areas to be managed by the different committees. TB will forward some models to the Trustees for them to consider.</i></p> <p><i>A completed set of the ARR Committee ToR to be submitted to the next FGB. – Done</i></p> <p><i>It was agreed that the title of the HBS Policy and Procedure on allegations of abuse against staff policy could be considered unclear. MM to consider revising the title. – This has since been revised to be called the HBS Policy and Procedure on allegations of abuse made against staff</i></p> <p><i>It was agreed that under the legal framework section there was an amendment to change the reference to the KCSiE 2021 to KCSiE 2023. - Done</i></p> <p><i>It was agreed to put Operation Searchlight on the next Teaching and Learning Meeting and Members Meeting. – This was discussed at the Member’s Meeting. It will be added to next Teaching and Learning Agenda. The report has been updated and will go on GovernorHub next week.</i></p> <p><i>DI-W will search for Trustee Skills Survey on the Key. – One has been sourced on School Bus. KW and PA will take a look at it and it will be circulated to Trustees for completion after Easter. It must be completed by the end of May.</i></p> <p><i>Stone King to send a copy of their Grievance training presentation. – Done.</i></p> <p><i>Steven Marlow to streamline some of the GovernorHub documentation and organisation – Some of this has been done. The only bit which has not yet been done are the sections with restricted access.</i></p>	<p>TB</p> <p>NB</p> <p>KW/PA All Trustees</p>
6.	<p>To receive the Head Boy’s report</p> <p>WG told the Board about the upcoming activities in the school.</p> <ul style="list-style-type: none"> • Culture day. There will be food from around the world served in the canteen and students can wear what they want. • Yrs 8 and 9 will be doing a climate change week. • Swinburne Cup Sports Day. This an annual event between the three Hitchin Secondary Schools. • Founders Day. <p>Q. What are people’s aspirations? Are they looking to go to university or work etc?</p> <p>A. Everyone is knuckling down. There have been two Oxbridge offers, others are planning to go to university and some students hope to go on to do apprenticeships.</p>	

	<p>Q. What is the Swinburne Cup?</p> <p>A. It is a yearly competition between the Hitchin secondary schools. We won the Bake-Off section. Tomorrow is Yr6 sports day, and the dance competition is the final event.</p> <p>TB noted his thanks to WG and his team for all their hard work in leading many of the events he had spoken about and for supporting him when he was new in post</p> <p>HC thanked WG for his contributions over the past year, on behalf of the Trustees.</p>	
7.	<p>To receive the Headteacher's report</p> <ul style="list-style-type: none"> Report from UCAS on progress of university application <p><i>School Planning</i> -Trustees were told that there had been a SLT meeting tonight which discussed plans for the school Mission Statement, Values and the plan for the next five years. Once completed it will be sent to staff for their opinions and then shared with the Trustees. It is intended that there will be a plan in place from September.</p> <p><i>Transition data</i> – The data shows that 99% of the new intake chose HBS as their first choice school.</p> <p><i>SEN</i> – The Herts SEN team came to the school to offer their support. Many of the applications for an ECHR have finally been processed. The school has seen a significant increase in children with SEND. Five CLA students will also be joining the school. The SEND and Pastoral teams are very busy.</p> <p><i>Attendance</i> – The school's attendance record is above the national average.</p> <p><i>Results</i> – The mock exams showed a difference between the estimated performance and the actual grades. The discrepancy has been noted by the school. There is enormous focus on progress, but it is felt there needs to be a greater focus on attainment. The school would like to work at pushing those higher attainers to achieve top grades.</p> <p>Q. Can you tell me about the one safeguarding incident recorded?</p> <p>A. There were some low-level concerns regarding some children. There are no concerns about staff. The incident is with the safeguarding team but as it is about some children I can't talk about it.</p> <p>Q. Regarding the staff bullying incident and harassment incidents, do these relate to four different incidents?</p> <p>A. There are two incidents which are ongoing. They were not this term.</p>	
8.	<p>To Approve Terms of Reference for committees</p> <p>Committees have all approved their Terms of Reference. There are still some which need to be uploaded onto GovernorHub.</p>	Clerk
9.	To receive the Monthly management accounts	

	<p>It is too early in the year to discuss the accounts. The finances for the next year will be rolled over to the next meeting.</p> <p>A Trustee noted a calculation error in line 103. He will contact DI-W to have it corrected.</p>	BS
10.	<p>To receive Minutes of the following Committee Meetings</p> <ul style="list-style-type: none"> • Audit, Risk and Resources, 28 February 2024 The Committee had looked at the management accounts and had been told that the sports facilities made most money at Easter, Whitsun and Summer as they were the busiest times. There is still an issue with the leak and the school are still waiting to be reimbursed from the insurance company for the money they had paid out. The school are struggling to fill Science technician roles due to hours and relatively low pay. The school have appointed a HR manager. They spoke about the Risk Register and all their policies were approved. There was mention of an equality speaker coming in on the 26th March which Trustees were invited to. TB updated the Board that the speaker had to be moved to the next term so that meeting will need to be moved. • Teaching and Learning, 24th January 2024 The committee spoke about IT and digital learning, school trips, Operation Searchlight and link trustee visits. They asked for a list of events which Trustees can attend. • Pastoral, 30th January 2024 There was a discussion about the exclusion meeting form which had been revised. They discussed a government consultation paper on transgender issues which TB and DA will give feedback on. There was a comprehensive presentation on staff wellbeing, and they received an update on <i>Launchpad</i>. • Health, Safety and Premises, 1st February 2024 They spoke about the ERG and the fire evacuation drills. It was noted that there was still one drill to do, to test what happens when the usual fire exit is blocked. They went through site management report. 	
11.	<p>Governance Matters</p> <ul style="list-style-type: none"> • New Trustees – This was discussed earlier in the meeting. • New Governance Handbook 2024 – This was launched two weeks ago, and HC had emailed all Trustees a copy. • Safeguarding – Trustees were reminded to keep up to date with their training, signing their declarations on GovernorHub and KCSIE. • Link Visit Training – There was a discussion about whether Trustees had found the recent HFL training useful as they had been asked for feedback. Some Trustees had commented that it was poorly structured and HFL had asked for more information. Trustees felt that it was not focused on secondary schools and felt like more of a chat than training. NB will send a 	

	<p>draft letter to TB for him to write to staff to explain to them what is happening with the link visits. JR will conduct a CPOMS audit next term.</p> <ul style="list-style-type: none"> • Annual Skills Audit -Done • Annual Tea Party with Staff – Alison Burrows, Jo Weston and Clare Pearce volunteered to help with the Tea Party. • Cyber Security Training recommendation (from ARR) - Done • Revisions to GovernorHub - Done 	<p>NB</p> <p>JR</p>
12.	<p>To approve the following School Policies:</p> <ul style="list-style-type: none"> • SEND Policy • Equality Information & Objectives Policy • Prevent Policy • First Aid Policy • Freedom of Information Policy • Accidents & Incident Reporting and Investigation Procedure • Asbestos Management Policy • Fire Risk Assessment • Fire Safety Management Policy • ICT Staff Acceptable Use Policy • ICT Student Acceptable Use Policy • Legionella Management Procedure • Health & Safety Policy • Work at Height Policy • Capability Policy • Privacy Notice – students • Privacy Notice – parents • Asset Management Policy • Educational Visits and School Trips Policy • Hiring of Premises & Conditions of Use • Leave of Absence Policy • Standalone Reserves Policy • Trustees/Members Allowance Policy • Staff Bullying and Harassment policy <p>It was noted that the Grievance Policy needs to be aligned with the new Staff Bullying and Harassment Policy and that the Staff Code of Conduct needs to align.</p> <p>The following policies will be considered outside of the meeting. PA , JW and HC will lead.</p> <ul style="list-style-type: none"> • Educational Visits and School Trips • Staff Bullying and Harrassment • Drug and Alcohol <p>The Drug and Alcohol Policy needs to be considered prior to the next Pastoral Committee meeting as a matter of urgency. PA will take a Chairs Action and pass it to HC who will take Chairs Action to approve.</p>	<p>PA/JW</p>

	<p>The Educational Visits and Trips Policy will be sent back to Andy McPherson for some changes.</p> <p>All other policies were approved.</p> <p>Please submit any questions or proposed changes to the clerk in advance of the meeting.</p>	Andy McPherson
13.	<p>To receive an update on the Staff Wellbeing Survey</p> <p>There was a presentation to the Pastoral Committee on the Staff Wellbeing Strategy.</p> <p>The school has conducted a staff snapshot where they received many positive comments from staff. In response to that the school have responded to any staff suggestions which have included improvements in the standards of uniform and improvements to the site. The SLT led a schoolwide inspection of the site and put together a schedule of work. The school has redecorated the ladies' loos, Art is going up around the school and the cleaning contract has been looked at.</p> <p>Other issues raised were communication, the Canteen food and systems for detention.</p>	
14.	<p>To receive a Training reminder (sources and process)</p> <p>It was noted that the new trustees need an Induction. The date will be fixed imminently.</p>	
15.	<p>Date of the Next Meeting: 2nd July 2024.</p> <p>Trustees were reminded that the meeting will be at an earlier time than usual.</p>	
16.	<p>To consider Any Other Business</p> <p>Trustees were told that that the Founders' Day will be on the 28th June.</p>	
The meeting closed at 19:51		

Summary of Actions		
Item	Action	Status
1	The SENDCo to provide a written statement outlining the lack of provision and its challenges.	SENDCo/ VM/RT
2	TB will forward some Risk Register models to the Trustees for them to decide on a new format.	TB
3	To to put Operation Searchlight on the next Teaching and Learning Meeting Agenda.	NB
4	KW and PA prepare an electronic version of the suggested Trustee Skills Survey and circulated it to Trustees immediately after Easter. It must be completed by the end of May.	KW/PA All Trustees

5	All Committee Terms of Reference need to be uploaded onto GovernorHub.	Clerk
6	A Trustee noted a calculation error 103 in the monthly management accounts. He will contact DI-W to have it corrected.	BS
7	NB will send a draft letter to TB for him to write to staff to explain to them what is happening with the new Trustee Link Visits scheme.	NB
8	JR will conduct a CPOMS audit next term.	JR
9	<p>The following policies will be considered outside of the meeting. PA and JW will lead.</p> <ul style="list-style-type: none"> • Educational Visits and School Trips • Staff Bullying and Harrassment • Drug and Alcohol – This is to be looked at as a matter of priority. 	PA/JW
10	The Educational Visits and School Trips Policy will be sent back to Andy McPherson for some changes.	Andy McPherson