



Hitchin Boys' School

MINUTES FOR FULL GOVERNING BOARD MEETING Thursday 26th November 2020 at 6.00pm

Board Members	Attendance 2020/2021	Present at this meeting
Dr Helen Corkill (HC) Co-opted Governor – Chair	2/2	Dr Helen Corkill (HC) Co-opted Governor – Chair
Mrs Cheryl Grainger (CG) Community Governor – Vice Chair	2/2	Mrs Cheryl Grainger (CG) Community Governor – Vice Chair
Mr John Turney (JT) Parent Governor – Vice Chair	2/2	Mr John Turney (JT) Parent Governor – Vice Chair
Mr Phil Addison (PA) Parent Governor	2/2	Mr Phil Addison (PA) Parent Governor
Mr Neil Broughton (NB) Parent Governor	2/2	Mr Neil Broughton (NB) Parent Governor
Mr Bryan Gillingham (BG) Community Governor	2/2	Mr Bryan Gillingham (BG) Community Governor
Mr David Hutchinson (DH) Community Governor	2/2	Mr David Hutchinson (DH) Community Governor
Mr Phil Laws (PL) Community Governor	2/2	Mr Phil Laws (PL) Community Governor
Mr Steven Marlow (SM) Community Governor	1/2	Mr Steven Marlow (SM) Community Governor
Mr Fergal Moane (FM) Head teacher	2/2	Mr Fergal Moane (FM) Head teacher
Mrs Janet Radley (JR) Co-opted Governor	2/2	Mrs Janet Radley (JR) Co-opted Governor
Miss Kathryn Rainbow (KR) Staff Governor	2/2	Miss Kathryn Rainbow (KR) Staff Governor
Mr Bhagwant Singh (BS) Co-opted Governor	2/2	Mr Bhagwant Singh (BS) Co-opted Governor
Mrs Liz Taplin (LT) Staff Governor	2/2	Mrs Liz Taplin (LT) Staff Governor
Mr Michael Taylor (MT) Community Governor	2/2	Mr Michael Taylor (MT) Community Governor
Cllr Richard Thake (RT) Community Governor	2/2	Cllr Richard Thake (RT) Community Governor
Mr Kris Whitmore (KW) Community Governor	2/2	Mr Kris Whitmore (KW) Community Governor

In attendance:

Martin Monks (MM)

Jen McCall (JM)

Connor Rathbone (CR) – Head Prefect

Ali Brabner – Clerk

PA left the meeting at 18.57.

	The meeting was conducted remotely using MS Teams owing to Covid-19 restrictions. The meeting was quorate.	Action
--	--	---------------

Approved: _____
FGB: 26th November 2020

1.	<p>Welcome and introductions.</p> <p>Governors were welcomed to the meeting. Jen McCall (JM) was welcomed as the new Staff Governor (appointment to be ratified later in the meeting).</p>	
2.	<p>To receive apologies and approve absences.</p> <p>There were none.</p>	
3.	<p>To declare any conflict of interest that may arise during the meeting and any changes in declarations of interest.</p> <p><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></p> <p>None were declared.</p>	
4.	<p>To receive notification of any other business for item 29.</p> <p>One item on the use of email addresses.</p>	
5.	<p>To receive the Head Prefect report.</p> <p>Strange to be in another lockdown. School doing really well. Some learning is remote for those isolating but live if not present at school. As we transition through the year, let's hope the vaccine helps give some normality. Y11 and Y13 mocks have been taking place.</p> <p>Have been promoting Movember and men's health. Moustache face masks have been sold to raise funds and there have been basketball tournaments and Move for Movember. Voted for local and national charities – Garden House Hospice locally and Show Racism the Red Card for national charity. Will be having a Christmas jumper day.</p> <p>First pantomime this year – 6th formers and staff. Aladdin on last day of term via live stream.</p> <p>Overall, coping well, sense of community spirit aided by the individuals involved. Hoping new year will bring lots of new opportunities.</p> <p>Q; Will we be able to watch Aladdin? A: Hope so. Hoping to live stream on YouTube channel.</p> <p>RT – have a local fund-raising budget and will make a payment of £100 for each charity.</p> <p>Sincere thanks were expressed for these donations.</p>	

	<p>Yesterday had first 6th Form competition with 2 other schools – University Challenge competition. Boys’ School won by significant margin!</p> <p>Thanks to CR.</p> <p>CR left the meeting</p>	
6.	<p>To approve the minutes of FGB on 30th September 2020.</p> <p>Amendment needed to P10 – CP policy was approved. P3 – amend Audit to say Audit and Risk Committee.</p> <p>Subject to amends above, minutes were agreed as accurate and APPROVED. These will be signed remotely.</p> <p>ACTION 1</p>	HC
7.	<p>To consider any matters arising from FGB on 30th September 2020.</p> <p>Check Articles of Association to see whether Parent Governors can be reappointed. Clerk COMPLETE</p> <p>Email any questions regarding Edulink One. All COMPLETE</p> <p>Inform DI-W of reappointment of KR. Clerk COMPLETE</p> <p>Chair and SLT to arrange Staff Governor Election. HC / SLT AGENDA ITEM</p> <p>Email list of staff links and agree new report format. HC COMPLETE</p> <p>Re-send Link Governor list. HC COMPLETE</p> <p>Update Declarations of Interest on GovernorHub by 9/10/20. All COMPLETE</p> <p>Confirm reading and understanding of KCSIE on Governorhub by 9/10/20. All All to check and email Clerk to confirm when updated. ACTION 2</p> <p>Carry forward Skills Audit. HC / Clerk IN PROCESS 90% complete!!</p> <p>Sign minutes of FGB 7/7/20 remotely. HC COMPLETE</p> <p>Ensure GovernorHub details are up to date by 9/10/20. All Confirm to Clerk that contact details have been checked and are up to date. ACTION 3</p> <p>Decide how to report Horizon Scanning. HC C/F ACTION 4</p>	<p>All</p> <p>All</p> <p>HC</p>

	<p>Speak to J McManus regarding key worker COVID-19 testing availability. RT COMPLETE Testing has improved markedly. Issues have eased. Staff are managing to get tests and normally a good turnaround.</p> <p>Check with DI-W exactly what is required on Related Parties Document. Clerk COMPLETE</p> <p>Free School Meals (FSM) for Christmas and Easter break – Hertfordshire County Council (HCC) has committed £2.49M which will be distributed immediately by way of vouchers. HCC do not have contact details of those in need. Schools best starting point for these vouchers. Difficult for the schools but will ensure best help for those in need.</p>	
8.	<p>To consider the approval of the Terms of Reference of the following committees:</p> <p>Teaching and Learning Pastoral Resources Audit and Risk</p> <p>T&L - Confusion over Governors and Trustees – using Governor. Policy list will continue to be updated. Pastoral – was on last couple of agendas but have not revisited. Maintaining the existing ToRs and will review in January. ACTION 5</p> <p>Resources – took out policies and added generic comment. Audit and Risk – renamed to add “Risk” and changed Chairman to Chair and corrected use of member and Members.</p> <p>T&L Committee, Resources Committee and Audit and Risk Committee Terms of Reference were APPROVED. Pastoral Committee and Health, Safety and Premises Committee Terms of Reference to be returned to next FGB. ACTION 6</p>	<p>PA / Clerk</p> <p>PA / JT / Clerk</p>
9.	<p>To receive an update / result of Parent Governor election.</p> <p>Document supplied before meeting.</p> <p>5 candidates. LT oversaw the count.</p> <p>Jo Weston and Kirsty Harvey were the successful candidates. Y7&8 parents so hopefully good longevity. Kirsty is a chartered surveyor and Jo works in HR, although trained as teacher.</p>	

	<p>The appointments were RATIFIED, subject to receipt of appropriate references and DBS checks. Join as of 1st Jan 2021 but will try to have informal welcome before Christmas. Inform J Norman-Smith of ratification.</p> <p>ACTION 7</p>	Clerk
10.	<p>To approve the reappointment of the following Governors:</p> <p>Community Governors Cheryl Grainger - reappointment on 15/1/21 APPROVED Michael Taylor - reappointment on 15/1/21 APPROVED Richard Thake -reappointment on 7/2/21 - Held</p> <p>Parent Governors John Turney - reappointment on 15/1/21 - Held Phil Addison - reappointment on 9/2/21 APPROVED</p> <p>5 Governors have imminent end to terms of office. Articles of Association are currently being reviewed as now quite outdated, with a couple of unhelpful clauses. A number of people have been through them including FM and RS. Currently with one of school's lawyers to go through them. Confusion on use of terms Members and members. Asked to increase coopted Governors from 3 to 5, and increase number of community Governors.</p> <p>CG and MT can both be reappointed as Community Governors.</p> <p>PA – tenure as Parent Governor can be extended as still has 2 sons in school. However, JT no longer has children in the school so cannot be re-appointed to this role. Will hold the decision on this until the new year.</p> <p>RT- currently Community Governor but this should be a ring-fenced LA nominated role. Can continue if re-elected, as long as council warrants this. This reappointment will be on hold until the new year.</p> <p>Re-appointment APPROVED of CG, MT and PA. Clerk to inform School.</p> <p>ACTION 8</p> <p>Chair's Action will be used for RT and JT.</p> <p>Agreed the Specialist Advisor role at last FGB. These are individuals with particular expertise that we need skills of – not a Governor but linked to a committee to share professional expertise. Gill Pick is our first – she has Safeguarding and SEND expertise. Also, would like to approve second person. The Board of Members are expanding and there has been a huge response. 2 new Members have been appointed and 3rd offered. Karen Stow is a Pediatric Matron and has extensive experience of budgets, Ofsted, complaints, major incident policy, risk management amongst others. Frontline NHS worker on call 24/7 and so probably does not have time to be Governor.</p>	Clerk

	<p>Propose both becoming specialist advisors with 3 meetings per year.</p> <p>The appointment of Gill Pick and Karen Stow as Specialist Advisors to the Pastoral Committee was APPROVED.</p>	
11.	<p>To approve the appointment of Jen McCall as Staff Governor following the Staff Governor election.</p> <p>The appointment was APPROVED.</p> <p>Welcome! Will agree committees separately. Will also arrange induction before Christmas.</p> <p>ACTION 9</p>	HC
12.	<p>To confirm Panel Membership.</p> <p>Governor from time to time will need to hear complaints, exclusions etc. In the past, we have sometime set panel membership. However, have not had set membership for past few years.</p>	
13.	<p>To confirm Link Governors 20/21, including links to School Development Plan / monitoring.</p> <p>All should have received list. Have not decided link to SDP but need to explore.</p> <p>All non-staff governors have been sent the updated link governor scheme for 2020/21 including two new forms. All forms - handwritten or electronic - to be submitted to Jenny Norman-Smith, who will organise a copy for the HT and copy for the GovernorHub folder.</p> <p>ACTION 10</p> <p>The strengthening of links to the School Development Plan have not been finalised. FM has made a suggestion which has been discussed with HC, but not yet been adopted for action. It is hoped that this will come into effect after Xmas.</p>	All
14.	<p>To receive the Headteacher report including Covid-19 update and Summer 2020 Fischer Family Trust Governor Dashboards.</p> <p>Report was shared before the meeting.</p> <p>FFT had many acronyms so will highlight key points.</p> <p>Positives – education has continued. Worked hard to ensure quality of teaching remains high. Attendance really good - about 96%. National average 78%. There is a will amongst students to get back to school!</p> <p>Impact on staff. Also finances. The operational has impacted strategy.</p> <p>Oversubscribed again for 2021 admissions. 557 applications. 1st preferences up.</p>	

Virtual open evening – worries unfounded, particularly with the increase in first choice preference.

Reaching out to parents to ensure that students are equipped for remote learning. All had sufficient internet access but issues around number of suitable devices in a household. Would like one to one device availability.

Staff wellbeing group running well. Community stream also working well.

Workload stream – remote learning is considerably harder to plan. Looking at ways to help.

Local restaurant provided lunch to all teachers and support staff for free – lovely gesture! A previous student brokered that.

Catch up premium – plan in place. Will take to T&L committee first.

Absence – spike early. Staff absence has seen bigger hit. Cases relatively low 6 student, 7 staff. However, much higher number of self-isolating. 2 Clinically Extremely Vulnerable staff.

Behaviour – reasonable but have had a spike of exclusions. Some students are struggling which is giving rise to poor behaviour. Have had a knife incident which will result in a managed move or permanent exclusion.

Assessment timetable shared – waiting for Ofqual plan B. Exams probably will proceed as planned. Cause for concern on national level – although HBS has had good attendance. Decision by end of Nov. Assume 3-week delay in summer as planned. Small adjustments to content.

Lots of good things. Black History month, Just Talk week. Remembrance Day service live. Music and performance. Tried to keep life of school going.

Q: School context - number on roll higher than capacity?
A: Yes, that is right. Additional 45 students in 7,8 and 9 – official on role number at DfE has not changed. Looks like over capacity. Will come into line.

Q: Assume funding is coming in for those additional students?
A: Yes, all good. Looked at by Resources committee.

Q: Sports Centre. Are issues in not booking or refunds?
A: Not allowed to open for past 4 week. Outside of lockdown we are opening but will have to adjust forecast. Budget is conservative.

Q: Have emails about poorer behaviour worked?
A: Overall behaviour is really good. Student engaged and ready to learn. Small minority have additional needs and some frustrations when teacher at home and support staff in class. When there are 2 or 3 cover lessons per day, it is not ideal.

	<p>Working with pastoral teams – wrote to parents to ask for support with this. Not a massive long-term issue but a symptom of stress.</p> <p>Q: No KS2 SATs this year. What will happened for Progress 8?</p> <p>A: 5 year ahead issue. Maybe will reform accountability but will be a gap. We have used testing in Y7 so can use that internally but not all set CAT tests nationally.</p> <p>FFT – please send any questions offline.</p> <p>2 reports – designed for Governors. More digestible! No national data for the summer past because of Centre Assessed Grades but FFT have gathered a shadow data set so that as leaders we can see where we ended up. This is students on very best day – it is a judgement so would have had some that wouldn't have done so well. It is maximum potential of the year group.</p> <p>Exceptionally strong results. Attainment 8 – all got level 5. 95% passes in English and Maths. Progress 8 0.54% - achieve half point more. Significantly above average (top 10%).</p> <p>Only areas of concern were EAL and IT vocational course (looking to replace).</p> <p>Trend strongly up as you would expect. Some really good performance.</p> <p>Progress – FSM are the ones to focus on. National tutoring programme – we are prioritising Y11 PP.</p> <p>A Level</p> <p>Similar format. APS 40 – extremely strong. Progress is exceptional as well.</p> <p>Subjects for improvement – Computer Science, D&T and Media. Have some staffing changes here. SLE in DT.</p>	
15.	<p>To approve the 2019/20 Trustees' Report and Financial Statements.</p> <p>Lengthy document. Been through with auditor in detail. Clean unqualified report. 1 regularity issue.</p> <p>Finances have been impacted form Covid-19. Deficit of £264k. Better than anticipated and down to good work of DI-W and team. Only 6 months impact of COVID-19 last year. Full year impact this year. Unrestricted funds of £352k so need to manage this very carefully this year. Will keep very close eye on this.</p> <p>The Trustees' Report and Financial Statements were APPROVED for signing.</p> <p>Management letter:</p> <p>Purchase of alcohol - £9 for visiting speaker – only reportable point.</p> <p>Control weaknesses highlighted. 1 high - bank reconciliation. Now corrected. 2 medium – all related to evidencing. Now resolved. 5 low risk findings</p>	

16.	<p>To consider the recommendation to tender the appointment of Auditors for 2020/21.</p> <p>MacIntyre Hudson have been auditors for 4 years. Agreed at Audit and Risk Committee that it is a good idea to re-tender. MacIntyre Hudson will be asked to re-tender with 3 or 4 others. Need FGB approval to do this.</p> <p>APPROVED to tender the appointment of Auditors for 2020/21 at the appropriate time.</p>	
17.	<p>To receive the Management Accounts.</p> <p>Provided before the meeting</p> <p>Almost all to budget at moment but very early in year. Need to look at cashflow statement – net cash outflow currently forecast so will need to look at this.</p> <p>Q: Could we add prior year outturn to reports going forward? A: Yes, we have all the info. ACTION 11</p> <p>Q: Is there really a £5k surplus? A: It is currently 2 months actuals and then budget so not really reflective.</p>	BS
18.	<p>To receive Committee reports (verbal):</p> <p>Health and Safety 17/9/20 Met in Sept. Andy McPherson will join group. Not much maintenance over summer from lockdown.</p> <p>Teaching and Learning 5/10/20 Considered how std issues effected by Covid-19 and exams results. Considered Learning for Life and use of TAs. Will be looking at COVID-19 catch up funding going forward.</p> <p>Resources 15/10/20 Management Accounts were analysed.</p> <p>Audit and Risk 15/10/20 & 11/11/20 – to include the recommendation to allow HBS / HGS to allow Business Managers to act as Responsible Officer for each other’s school. Spent time on accounts as well as std issues. Have agreed HGS SBM to be RO. Would like Approval for this.</p> <p>It was APPROVED for HBS / HGS to allow Business Managers to act as Responsible Officer for each other’s school.</p> <p>Pastoral 3/11/20 Update will be given at next meeting.</p>	

19.	<p>To receive an update on the schedule for update of Statutory Policies.</p> <p>Work ongoing. Operating pragmatically at the moment and anything that is not desperate will be reviewed later in the year.</p> <p>Behaviour Policy may need to be updated.</p> <p>Complaints and Equality policies will need to be looked at in New Year too.</p>	
20.	<p>To receive an update on the setting up / migration to SchoolBus.</p> <p>New format agreed for policies. Changing to new format as we go (on website to see).</p> <p>Check HBS emails to see if have registration email for SchoolBus.</p> <p>ACTION 12</p> <p>Q: How do we access this? A: Will come back with answer.</p> <p>ACTION 13</p>	<p>All</p> <p>HC</p>
21.	<p>To ratify Chair's Action to approve updated Child Protection Policy (Oct 2020), Pay Policy and NQT Policy.</p> <p>NQT Policy – this was approved by Chair's Action. This was RATIFIED by FGB. Child Protection Policy was approved at FGB 30/9/20.</p> <p>Pay Policy – Not approved by Chair's Action. This was recommended for approval by Resources Committee and was APPROVED.</p>	
22.	<p>To receive the annual report from the Designated teacher for Children Looked After (CLA).</p> <p>Received before the meeting.</p> <p>SEF for Virtual School. This has been shared with key info and action priorities. Very small numbers.</p> <p>Q: Incorrect reference to Governor for CLA. A: This will be updated. MT will act for one year in this. DH assisting.</p> <p>ACTION 14</p>	<p>FM</p>

23.	<p>To receive an update on the strategy statement on the use of Pupil Premium in 2019/20.</p> <p>Received before the meeting.</p> <p>Simplified report, using DfE template. Report on allocation of spending. Looks at high level measures. High amount of spend on staffing. Other support particularly around national tutoring programme in English, Maths and Science and also to ensure technology to learn remotely if needed. Some allocation to ensure resources and enrichment opportunities are available to all.</p> <p>Several charitable trusts in Hitchin area to support PP. Will ensure these links are maintained.</p>	
24.	<p>To review the annual Safeguarding Report.</p> <p>Received before the meeting.</p> <p>Report is the audit report to give assurance. Another cycle of audit later in the year. Biggest development is more staff trained as DSPs and moving to CPOMS – delayed a bit by Covid-19 but will help reporting and controls and be able to receive information from primary schools electronically.</p> <p>Overall formats of all 3 reports were good.</p>	
25.	<p>To receive an update on the Skills Audit.</p> <p>Mentioned earlier. Some analysis needed. Couple of things likely to come out – quite well balanced but definitely a Covid-19 effect.</p>	
25.	<p>To note any Covid-19 annex changes for SEND / Behaviour Policy.</p> <p>No changes.</p> <p>Have not had any behaviour issues around Covid-19. Just need to regularly remind about one-way systems and distancing. Have had issues from police out of school – difficult for boys to adjust when different rules out of school.</p>	
26.	<p>To consider any Link Trustees Reports / updates. <i>NB This update should only highlight where action is needed – Governors should review the reports prior to the meeting.</i></p> <p>No actions reported – early in process!</p>	
27.	<p>To note Trustee Development.</p> <p>None reported.</p>	

28.	<p>To receive any other business notified in item 4.</p> <p>If you wish to email HC – please use HBS email, NOT personal email! ACTION 15</p> <p>DH – some notes going to personal and not HBS – again please use HBS. ACTION 15</p> <p>SM – should use HBS emails. Best practice. Will revisit after Christmas. ACTION 16</p> <p>Should have been looking forward to a Christmas get together now. Will see if we can find something remote!</p> <p>Posh cakes before Christmas – would be very welcome. Friday 11th Dec on Christmas Jumper day. ACTION 17</p> <p>Dot Ward retired after 22 years. Many have known her a long time. Wonderful character of school. There was a lovely send-off for her at quite short notice. She retired at half term. Many thanks to her for tremendous support to school and many pupils. Will send a letter. ACTION 18</p>	<p>All</p> <p>All</p> <p>HC</p> <p>HC / FM</p> <p>HC</p>
	Close of meeting. 20.00	

Summary of Actions Agreed			
Action Point	Action	Responsibility	Status
1	Sign minutes of 30/9/20 FGB remotely.	HC	
2	Check confirmation of reading and understanding of KCSIE on GovernorHub and email Clerk if updated.	All	
3	Confirm to Clerk GovernorHub contact details are up to date.	All	
4	Decide how to report Horizon Scanning.	HC	
5	Terms of Reference to be reviewed at next Pastoral Committee meeting.	PA / Clerk	
6	H, S&P and Pastoral Terms of Reference to 3/3/21 FGB.	JT, PA, Clerk	
7	Confirm ratification of new Parent Governors to J Norman-Smith.	Clerk	
8	Inform school of re-appointment of CG, MT and PA.	Clerk	
9	Agree Committees and Induction programme for JM.	HC	
10	Submit visit forms to Jenny Norman-Smith.	All	

Approved: _____
 FGB: 26th November 2020

11	Ask for prior year outturn to be added to monthly accounts.	BS	
12	Check HBS email for SchoolBus registration email.	All	
13	Send details of how to access SchoolBus.	HC	
14	Change Governor for CLA to MT on annual report from the Designated teacher for Children Looked After (CLA).	FM	
15	Please ensure use HBS email for HC and DH.	All	
16	Consider use of HBS and personal emails.	HC	
17	Arrange cakes for staff on 11/12/20.	HC / FM	
18	Send note to thank to Dot Ward.	HC	