



Hitchin Boys' School

MINUTES FOR FULL BOARD OF TRUSTEES MEETING 29th September 2021 at 6.00pm

Board Members	Attendance 2021/2022	Present at this meeting
Dr Helen Corkill (HC) Co-opted Trustee – Chair	1/1	Dr Helen Corkill (HC) Co-opted Trustee – Chair
Mr John Turney (JT) Parent Trustee – Vice Chair	1/1	Mr John Turney (JT) Parent Trustee – Vice Chair
Mr Phil Addison (PA) Parent Trustee	1/1	Mr Phil Addison (PA) Parent Trustee
Mr Neil Broughton (NB) Parent Trustee	1/1	Mr Neil Broughton (NB) Parent Trustee
Mr Bryan Gillingham (BG) Trustee	1/1	Mr Bryan Gillingham (BG) Trustee
Ms Kirsty Harvey (KH) Parent Trustee	1/1	Ms Kirsty Harvey (KH) Parent Trustee
Mr David Hutchinson (DH) Trustee	1/1	Mr David Hutchinson (DH) Trustee
Mr Phil Laws (PL) Trustee	1/1	Mr Phil Laws (PL) Trustee
Mr Steven Marlow (SM) Trustee	1/1	Mr Steven Marlow (SM) Trustee
Ms Jen McCall (JM) Co-opted Trustee	0/1	
Mr Fergal Moane (FM) Head teacher	1/1	Mr Fergal Moane (FM) Head teacher
Mrs Janet Radley (JR) Co-opted Trustee	1/1	Mrs Janet Radley (JR) Co-opted Trustee
Miss Kathryn Rainbow (KR) Co-opted Trustee	1/1	Miss Kathryn Rainbow (KR) Co-opted Trustee
Mr Bhagwant Singh (BS) Co-opted Trustee	1/1	Mr Bhagwant Singh (BS) Co-opted Trustee
Mrs Liz Taplin (LT) Co-opted Trustee	1/1	Mrs Liz Taplin (LT) Co-opted Trustee
Mr Michael Taylor (MT) Trustee	1/1	Mr Michael Taylor (MT) Trustee
Cllr Richard Thake (RT) Trustee	1/1	Cllr Richard Thake (RT) Trustee
Ms Jo Weston (JW) Parent Trustee	1/1	Ms Jo Weston (JW) Parent Trustee
Mr Kris Whitmore (KW) Trustee	1/1	Mr Kris Whitmore (KW) Trustee

In attendance:

David Ingledew – prospective Trustee
 Charlie Innam – Head Prefect
 Ali Brabner – Clerk

	The meeting was conducted remotely using MS Teams owing to Covid-19 restrictions. The meeting was quorate.	Action
1.	Welcome and introductions. Trustees were welcomed to the meeting. A warm welcome was extended to David Ingledew, (DI) joining for the first time. DI is one of two new trustees proposed to join the Board.	

Approved: _____
 FGB: 29th September 2021

	<p>DI introduced himself and outlined his experience working at the University of Hertfordshire. He is the Vice Chancellor's nominee for the Board.</p> <p>Hazel Jones (HJ), a lawyer, will also be joining the Board although is unable to attend tonight.</p>	
2.	<p>To receive apologies and approve absences.</p> <p>Apologies were received and accepted from JM. KR would join the meeting at c6.30pm.</p> <p>Trustees were reminded that if they have difficulty accessing the meeting remotely once it has started, please do not try to contact the person chairing the meeting.</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>Trustees 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>There were none.</p>	
4.	<p>To receive notification of any other business.</p> <p>There was none.</p>	
5.	<p>To receive the Head Prefect report.</p> <p>Hope all safe and well!</p> <p>It has been a hectic month. First day of the academic year was for year 7's – it was great fun to welcome them to the school. Walked about the forms and got good feedback. Year 12 then returned with an introduction and then straight into lessons. Senior prefects continued to support Year 7s.</p> <p>There has been strong communication with Hitchin Girls' School (HGS) and The Priory – particularly discussed the year 13 consortium Prom! Looking to get this arranged quickly and there is a Google form for Year 13s to gain input.</p> <p>The Open Morning and Evening took place – a most important event. All went really smoothly. The Senior Prefect team helped both mornings, helping at the entrance and in the hall. Year 13 all helped touring the school. The evening had a smaller team with years 8 & 9 conducting tours and senior prefects in the hall. Departmental Prefects wished to help in departments and were on site to help.</p> <p>The Senior Prefect team are now established. Role models. The year 8 team will start this week. Head Prefect and deputies meet with FM each week.</p> <p>Each year the students choose a local and a national charity to support – we are voting on 3 of each.</p> <p>There have been quite a few Covid cases. We are now wearing masks everywhere. Fingers crossed!</p> <p>Once term has settled down, HC will meet CI to try to make links with Board of Trustees for</p>	

	<p>the year.</p> <p>Thanks were expressed to CI.</p>	
6.	<p>To elect Chair and Vice Chair.</p> <p>HC was nominated as Chair, unanimously APPROVED, and duly elected. HC noted that the Board need to think about succession planning in a number of areas. Her term of office finishes in 2022.</p> <p>JT was nominated as Vice Chair, unanimously APPROVED, and duly elected.</p>	
7.	<p>To confirm Committee structure and membership.</p> <p>The Resources and the Audit and Risk Committees will be combined this year to become ARR – Audit, Risk and Resources.</p> <p>Chairs and Vice Chairs will be elected for all committees at the first meetings.</p> <p>Need to do some committee juggling – if anyone would like to change committees, let HC know in 24-48 hours. Will then issue new structure next week.</p> <p>Q: Is it worth sending out a list of current committee members? A: Yes, will do.</p> <p>ACTION 1</p> <p>DI will join T&L and HJ either ARR or Pastoral.</p>	HC
8.	<p>To confirm the process for confirming Declarations of Interest.</p> <p>This year, Trustees are asked to complete paper Declarations of Interest and also to update and confirm their record on GovernorHub.</p> <p>Q: Could you confirm exactly what needs to be declared? A: Will ask DI-W to confirm details of what to declare and what needs to be listed.</p> <p>ACTION 2</p>	Clerk
9.	<p>To confirm the process for agreement to abide by the Code of Conduct.</p> <p>We need to update the code of conduct and will then add to GovernorHub. Trustees will then need to confirm agreement on GovernorHub.. Will send note with details.</p> <p>ACTION 3</p>	HC
10.	<p>To confirm process to confirm reading and understanding of Keeping Children Safe in Education.</p> <p>Have to read KCSIE – at least Part 1. We were going to have a live online quiz; however, FM has edited a quiz and it is online. The link to this quiz can be found in the folder for this meeting on GovernorHub. Please complete within next week and tick the confirmation on GovernorHub.</p> <p>ACTION 4</p> <p>If you are a Trustee who is a member of staff, you are exempt from the quiz.</p>	All

11.	<p>To approve the minutes of FGB on 6th July 2021.</p> <p>The minutes were agreed as an accurate record and were APPROVED. These will be signed electronically on GovernorHub.</p> <p>ACTION 5</p> <p>Q: What was the outcome of the teaching Awards? A: Rob Thorpe is a Silver Award winner (there are 12 nationally). There was a gala reception on Friday. The final is in November.</p> <p>Congratulations again!</p> <p>Trustees did write to Rob to congratulate, along with all other nominees.</p>	HC
12.	<p>To consider any matters arising from FGB on 6th July 2021.</p> <p>1 Sign the minutes of FGB on 13th May 2021 on GovernorHub. JT COMPLETE</p> <p>2 C/F Consider using a quiz to ensure understanding of KCSIE HC COMPLETE</p> <p>3 C/F Decide how to report Horizon Scanning in Autumn term. HC C/F</p> <p>ACTION 6</p> <p>4 C/F Send note to staff to thank for mass testing operation. HC COMPLETE</p> <p>5 Poll in advance to see if anyone wishes to attend an in person meeting remotely. Clerk All meetings currently remote for this term. Going forward, will have option to attend online. Need to arrange equipment to do this effectively. If anyone has any equipment being updated, please let us know.</p> <p>ACTION 7</p> <p>6 Staff Health and Attendance Policy to be reviewed in the autumn term. Resources Committee ITEM IS ON DRAFT ARR AGENDA.</p> <p>7 When was the last system backup restored and was it successful? FM AGENDA ITEM 16.</p> <p>8 Add cyber security update as standing item for FGB. Clerk COMPLETE</p>	All
13.	<p>To receive the minutes of the General Meeting of the Board of Members of the Academy Trust held on 08/07/21.</p> <p>Minutes were received before the meeting.</p> <p>There were some questions about residual risk – how is this shown keeps being asked. This will be covered by ARR.</p> <p>RAG status is the residual risk – can go through this with SK. We believe systems are in place – will address this with Members.</p> <p>At the moment, FM is looking after the Risk Register. Changes must be manageable so must be mindful of this.</p>	

14.	<p>To receive the Headteacher report (including Covid-19 status, Safeguarding, SEND and vaccinations updates).</p> <p>The comprehensive report was received before the meeting.</p> <p>Bridging update: The context is of a very positive first few weeks. Students had moved successfully to next stages and there were very few grade appeals. Work had taken place in the premises on refurbishment. It was a successful return with the Chromebook roll out and Bring Your Own device in year 13.</p> <p>In the last week, a 2 day Ofsted inspection took place. We are bound by confidentiality, but we were happy with a fair and rigorous process. Will celebrate once the report is received – hoping this will be prompt, hopefully by the end of Oct / early Nov.</p> <p>In recent days, Covid cases have significantly worsened. 20 cases last Mon, increasing to 30, 42, 70 yesterday. Cannot be sure they were school based transmission but a reasonable working assumption. Yesterday, the school activated contingency plans, including face coverings for all lessons. Assemblies are online, restriction to visitors, rescheduling trips etc. Doing some activities with advance testing. Advice from Public Health is that school is not alone. A 2-3 week tight grip will squash cases down and hope to return to more normality later in Oct.</p> <p>Vaccinations will take place on Thurs 7th Oct. Management is all by NHS. There are very few Covid cases in the 6th form where students have had vaccinations. 90% are in year 7&8. Almost none in the vaccinated year groups.</p> <p>Q: Thank you for the report. Comprehensive info.</p> <p>KR joined at 18.40</p> <p>Q: HGS have had vaccines – any lesson learned? A: We have been in touch. Main lesson is relative lack of number of staff. They didn't get through all students. Do not know how many have consented. The window closes midday on the day before.</p> <p>Q: Year 7, some good feedback on summer school. Would you run again? A: One off for funding from DfE grants. We do always run a summer school based in the Sports Centre but paid. Herts do offer HAPpy programme for PP and FSM. Academic summer school has limited benefit. HBS has 42 feeder primary schools so already look to equalise early in the term. Benefit this year was socialising and getting into the school environment.</p> <p>Q: Are you expecting to get stats on vaccines? A: They will need to give us names. There will be protests outside of school as there was at HGS. Police have been informed and HCC are providing marshals.</p> <p>An Ofsted Parent View summary was provided before the meeting. There were 330 respondents which is an overwhelming response. 97% would recommend the school – we have asked the 3% to tell why not but nobody has come forward. Happy to listen.</p>	

	<p>FFT dashboard – quite useful this year as no national stats for comparison. A large number of schools worked to give shadow results. It gives a positive picture – comparability across schools is difficult though but 3 year trends are strong. Shows areas of strength but do treat with caution.</p> <p>Q: Year 7 intake – the paper was most helpful. Interested to see top schools were Whitehill and Samuel Lucas. Is that correct?</p> <p>A: Yes. Last year, both schools were top again so transition is consistent. Does vary year on year around parishes, but top feeders are these schools. Hope to grow intake from outside the school in year 12. Look to reach to bordering counties where there is no sixth form offer in school.</p>	
15.	<p>To agree the process for the review the response to Ofsted Review of Sexual Abuse in Schools and colleges.</p> <p>Have followed this closely from Everyone’ Invited. We need to consider the response. Rose Oliva and Gill Pick attended a session on this. This will be presented to Pastoral who will bring outcome to this committee next time.</p> <p>ACTION 8</p> <p>It is worth noting this was an area of intense focus by Ofsted including with students and visiting students e.g. from HGS. Spent time with the Equality and Diversity group. Mapping of where these topics are covered was provided to Trustees before the meeting. This is not a one-off response – it is a systemic programme of education. Trustees were also quizzed quite intensely on this.</p> <p>Q: Curriculum looks very comprehensive – great breadth and depth.</p> <p>Trustees would like to consider an event for parents later in the term / year. May look to see if this can be delivered externally e.g. by Phase / Nessie.</p> <p>ACTION 9</p> <p>Q: Does University of Hertfordshire have anyone who could support this?</p> <p>A: Need to check. Have used Feminista for training new teachers.</p> <p>ACTION 10</p>	<p>FM</p> <p>DI</p>
16.	<p>Cyber security</p> <p>Update following school based attacks last year. Working constantly with network provider HfL. They have worked hard with the vendor they use to offer strong protection. Internal systems (key system SIMS) were restored over the summer. Google maintains their services e.g. Google Classrooms.</p> <p>Over summer, back ups for other data e.g. teacher resources. Backed up to 2 different places on school site. Updated Wifi over summer and broadband due in next month with fall back system.</p> <p>Quite reliant on HfL for cyber security but they have dedicated expertise.</p> <p>Q: Is there any risk with Chromebook or BYO devices?</p> <p>A: Students save work on their own wifi system, through Google Classroom. Runs through the filtering and monitoring system. Small risk of bypassing using phones as hotspot – this has happened and was spotted quickly and used stiff sanctions.</p>	

	SM works in this areas and feels the work is significant and be reassured that the school is doing a good job.	
17.	<p>To receive the Management Accounts.</p> <p>The accounts were only very recently provided as they had been delayed with audit etc.</p> <p>These are draft so subject to some movement. Difference between July and August – the in year surplus disappears in August as all on site work takes place then.</p> <p>Highlights – ended the year more or less breakeven, through good financial management. We did receive a £77k covid catch up grant which will not be repeated. This allowed additional resources and teaching support. Grant from ESFA to support on site testing (£34k) also a one off.</p> <p>Reduction in Sports Centre income – already revised to £150k looks like it will be £130k but may be some more from summer school (claim only just submitted). This ran under due to closures in lockdown but balanced by some under expenditure in some areas too.</p> <p>Going forward, we are a growing school so staffing will increase. 1287 students now in school (extra 60 from last year).</p> <p>Chromebooks – there has been some expenditure to support students with access to subsidised devices and loan devices.</p> <p>Q: Amazing result if we do breakeven so well done.</p> <p>Balanced budget has been set for this year. Budget for income is conservative.</p>	
18.	<p>To consider approval of the following policies:</p> <p>Child Protection and Safeguarding</p> <p>This has been updated to reflect KCSIE Sept 2021 changes. These need to be reflected in policies. These are exemplar policies from the SchoolBus.</p> <p>Q: Could they have numbering reinstated, and dates put back on, with review dates? A: Yes, although this may just be from downloading into a different format. Will check. ACTION 11</p> <p>Q: Mental Health – Safeguarding and Child Protection are about threats from others. How can we safeguard from self-harm? A: We do this. Procedures are all in place. Is there a gap in the policy? A: No, think we should just recognise this. A: As part of the training for Safeguarding, all staff level 1 trained. We are thorough in response. Q: Self-harm does not seem to have the same level of own focus in the document. A: KCSIE does have at least 11 references to self-harm although it does not have separate section. Would suggest we reflect KCSIE.</p> <p>PL left the meeting. 19.21</p> <p>Q: DI specialises in this area. Happy to offer help. Q: Can look at in Pastoral if helpful?</p>	FM

	<p>Prevent Duty Policy</p> <p>Same comments on numbering and dating. May be display in formatting. ACTION 11 to check.</p> <p>The policies were APPROVED, subject to the Action Point 11 checks.</p>	
19.	<p>To ratify Chair's Action to approve Determined Admission Arrangements 2021-22 and Determined Admission Arrangements 2022-23.</p> <p>Had to take Chair's Action on this as guidance changed very late.</p> <p>The FGB APPROVED the Determined Admission Arrangements for 2021-22 and 2022-23.</p> <p>Will need to consult on changes going forward so will work with HCC on this. Will email details.</p> <p>ACTION 12</p>	FM/HC
20.	<p>To confirm that the Chairs' Steering Group will act as the Admissions Committee.</p> <p>The Chairs Steering Group will act as the Admissions Committee.</p> <p>On Monday, the committee made a decision which needs to be approved. The school is its own admissions authority. The Admissions Committee rules on appeals and out of chronological year group admissions.</p> <p>The committee made a decision based on supporting medical and other evidence which was overwhelming that two students will be admitted one year behind chronological age group. This decision was APPROVED.</p>	
21.	<p>To consider the HfL GREAT training programme.</p> <p>The Chair will audit Trustee training as have some gaps.</p> <p>All need to undertake induction of some sort. Members of staff who are trustees will need to do this. Safeguarding must be up to date. Have four organisations we can access training through. Will send by email. On the GREAT programme, the left hand column lists essential training.</p> <p>ACTION 13</p> <p>Please do log on GovernorHub any training through workplaces and voluntary activities.</p> <p>ACTION 14</p>	<p>HC</p> <p>All</p>
22.	<p>To note the Nolan Principles of ethical standards in public life.</p> <p>These were added to GovernorHub. Please do read.</p> <p>Hazel Jones will lead discussions on these at the next FGB</p> <p>ACTION 15</p>	Clerk

23.	To note Trustee Development. KH – Health & Safety KW – Modern Governor HT & Board relationship. MT – Prevent	
24.	To receive any other business notified in item 4. Reminder to do the KCSIE quiz!! Will keep meetings online but will try to arrange an informal get together. Subject to checks, Trustees APPROVED the appointment of DI and HJ. Ensure DI-W and J Norman Smith are informed. ACTION 16	Clerk
25.	To note the date of the next meeting: 11/11/21	
	Close of meeting: 19.40	

Summary of Actions Agreed			
Action Point	Action	Responsibility	Status
1	Send out list of current committee members.	HC	
2	Ask DI-W to confirm what to declare on Declaration of Interest form.	Clerk	Complete
3	Code of Conduct to be updated and details circulated.	HC	
4	Read Keeping Children Safe in Education Sept 2021 and complete the online quiz by 6 th October 2021. Complete confirmation on GovernorHub.	All	
5	Sign the minutes of FGB on 6 th July 2021 on GovernorHub.	HC	
6	C/F Decide how to report Horizon Scanning in Autumn term	HC	
7	Arrange equipment for allow remote attendance to be an option at all f2f meetings. Trustees to let HC if they know of any equipment available.	All	
8	Pastoral Committee to bring outcome of consideration of Ofsted Review of Sexual Abuse in Schools and colleges to FGB.	PA	
9	Consider parental workshop to support personal development curriculum later in year.	FM	
10.	Check whether University of Hertfordshire can suggest support for parental training of personal development.	DI	
11	Check page numbering, dates and review dates on the updated policies.	FM	
12	Email details of consultation on Admissions Arrangements.	FM/HC	

Approved: _____
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13	Send training requirement information.	HC	
14	Ensure workplace and other training is logged on GovernorHub.	All	
15	Add Nolan Principles training to FGB agenda.	Clerk	
16	Ensure DI-W and J Norman Smith know of Trustee appointment date.	Clerk	