



Hitchin Boys' School

MINUTES FOR FULL GOVERNING BOARD MEETING Tuesday 30th September 2020 at 6.00pm

Board Members	Attendance 2020/2021	Present at this meeting
Dr Helen Corkill (HC) Co-opted Governor – Chair	1/1	Dr Helen Corkill (HC) Co-opted Governor – Chair
Mrs Cheryl Grainger (CG) Community Governor – Vice Chair	1/1	Mrs Cheryl Grainger (CG) Community Governor – Vice Chair
Mr John Turney (JT) Parent Governor – Vice Chair	1/1	Mr John Turney (JT) Parent Governor – Vice Chair
Mr Phil Addison (PA) Parent Governor	1/1	Mr Phil Addison (PA) Parent Governor
Mr Neil Broughton (NB) Parent Governor	1/1	Mr Neil Broughton (NB) Parent Governor
Mr Bryan Gillingham (BG) Community Governor	1/1	Mr Bryan Gillingham (BG) Community Governor
Mr David Hutchinson (DH) Community Governor	1/1	Mr David Hutchinson (DH) Community Governor
Mr Phil Laws (PL) Community Governor	1/1	Mr Phil Laws (PL) Community Governor
Mr Steven Marlow (SM) Community Governor	0/1	
Mr Fergal Moane (FM) Head teacher	1/1	Mr Fergal Moane (FM) Head teacher
Mrs Janet Radley (JR) Co-opted Governor	1/1	Mrs Janet Radley (JR) Co-opted Governor
Miss Kathryn Rainbow (KR) Staff Governor	1/1	Miss Kathryn Rainbow (KR) Staff Governor
Mr Bhagwant Singh (BS) Co-opted Governor	1/1	Mr Bhagwant Singh (BS) Co-opted Governor
Mrs Liz Taplin (LT) Staff Governor	1/1	Mrs Liz Taplin (LT) Staff Governor
Mr Michael Taylor (MT) Community Governor	1/1	Mr Michael Taylor (MT) Community Governor
Cllr Richard Thake (RT) Community Governor	1/1	Cllr Richard Thake (RT) Community Governor
Mr Kris Whitmore (KW) Community Governor	1/1	Mr Kris Whitmore (KW) Community Governor

In attendance:

Martin Monks (MM)

Phil Dawson (PD)

Connor Rathbone (CR) – Head Prefect

Ali Brabner – Clerk

Approved: _____
FGB: 30th September 2020

	The meeting was conducted remotely using Zoom owing to Covid-19 restrictions.	Action
1.	<p>Welcome to the meeting and welcome to Fergal Moane.</p> <p>Governors were welcomed to 2020/21 school year. Official welcome to FM, having deserved a medal for first three weeks of service!</p>	
2.	<p>To receive apologies and approve absences.</p> <p>JR will be arriving late as has been delayed.</p> <p>Apologies were received and accepted from SM after 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>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 28.</p> <p>Related parties document for Auditors.</p>	
5.	<p>To receive a presentation on EduLink.</p> <p>Carried forward to later in the meeting.</p>	
6.	<p>To receive the Head Prefect report.</p> <p>CR was welcomed to his first meeting as Head Prefect.</p> <p>CR: It has been an eventful start to term but all are now back and ready to learn.</p> <p>School has adapted well, particularly for 6th form when learning out of school. Senior Prefect team has decided on local and national charities for the year. They cover a range of topics including mental health and conservation. Will use Google forms for students to vote.</p> <p>The Open Day was very successful given the circumstances. 1500 views, and increasing, of the stream.</p>	

	<p>There is increased desire to learn and take responsibility for their studies from students. CR was in school for year 7 transition – students were very apprehensive as there was no transition in school in July. They were made to feel really welcome and felt sense of belonging. Could see change in emotion by the end of the day.</p> <p>Return has been very hard at times but dedication of all has made it a success. Ready for whatever the future may hold in these strange times.</p> <p>Open Day stream was fantastic and some of the responses were particularly good – Year 8’s only asked a couple of days beforehand to take part. Congratulations to all.</p> <p>Have gathered a FAQ and will send to prospective parents.</p> <p>Thanks were expressed to CR.</p> <p>18.10 CR left the meeting.</p>	
7.	<p>To elect Chair and Vice Chair(s).</p> <p>Chair HC proposed as Chair by RT, seconded by BS.</p> <p>Vice Chairs CG proposed as joint Vice Chair by RT, seconded by MT. JT proposed as joint Vice Chair by BS, seconded by PL.</p> <p>It was resolved that HC was appointed Chair and CG and JT Joint Vice Chairs.</p> <p>Congratulations to all on their re-appointments.</p>	
8.	<p>To ratify the appointment of Bryan Gillingham as Community Governor.</p> <p>Second welcome to Bryan – joining us for the first time. Need to ratify the appointment which has been agreed remotely.</p> <p>Bryan works for Department for International Trade. Accountant by profession. Will join Audit and Risk Committee, Resources Committee and T&L. Link Governor for History and will take on Covid Catch up funding link.</p> <p>Appointment was APPROVED.</p>	

9.	<p>To consider the appointment of a Specialist Advisor.</p> <p>Hoping to appoint someone to support the Governing Board in the role of a Specialist Advisor. A possible candidate has been identified who is very knowledgeable in SEND and Safeguarding. May also appoint a lawyer in time. These appointments are not technically Governors but will work with the Board.</p>	
10.	<p>To consider Parent Governor election.</p> <p>There are a number of vacancies so will look to appoint 2 new parent Governors which the school will arrange the process for. There is enthusiasm among new parents. There are also 2 vacancies on the Board of Members which have had considerable interest.</p> <p>PA's term of office ends in the next 6 months – need to check Articles to see whether we can reappoint.</p> <p>ACTION 1</p>	Clerk
11.	<p>PD joined the meeting.</p> <p>A presentation was given to the Board about Edulink One. This included a demonstration of the system and a presentation.</p> <p>Edulink One was particularly useful during lockdown.</p> <p>PD was thanked for this and gave a very good overview. Do email any questions.</p> <p>ACTION 2</p> <p>Q: How will you train parents in this? A: App is intuitive, but we have help sheets to assist parents. No parents have come to us with issues.</p> <p>Q: Could the bits you are not using be useful e.g. on the homework button could we link from here to Google classroom? A: Parents cannot even see that part of the app, so have a link in the app, but not the homework button. The company will respond to requests and add new parts.</p> <p>Thank you for joining at short notice.</p> <p>PD left the meeting.</p>	All

12.	<p>To consider Staff Governor election.</p> <p>We have one vacancy. KR term of office is also ending shortly. Would like to extend KR tenure. Would like to propose that we ask Board to approve appointment for another 4 years. Articles appear to permit it. APPROVED.</p> <p>ACTION 3</p> <p>Articles are contradictory so for the other post will need a formal election. Will decide how to do this in the quickest and least intrusive manner. Thank you to KR for input, particularly in past year.</p> <p>Chair and SLT APPROVED to carry out the new election.</p> <p>ACTION 4</p>	<p>Clerk</p> <p>HC / SLT</p>
13.	<p>To confirm Committee Membership including consideration of a Covid-19 working party.</p> <p>Received before the meeting. No objections raised so this will be implemented. APPROVED</p> <p>On a temporary basis would like to make a change. To deal with ever increasing work on Covid19, H,S&P will form a small working party . BG, NB, BS and JT will form this working party as they deal with risk in professional lives and will deal with items in this area rather than waiting for full committee and will meet ad hoc. A rapid response group.</p> <p>This was APPROVED – RT will continue to feed though any relevant info.</p>	
14.	<p>To confirm Link Governor scheme, including Horizon scanning.</p> <p>Wish to revise how we do this. Apart from staff governors, everyone will have some link with the teaching and learning side of the school and every Head of Department and Head of Faculty will have a link and links will be spread. Allocations have been shared with Governors before the meeting.</p> <p>For this term, all visits will have to be virtual. Will email a list of who the staff links are. Will also look at the forms to be used for reporting. Need to be short, sharp and to the point report – streamline the process. Emphasis is on visit and not the reporting. This will be followed up after the meeting.</p> <p>ACTION 5</p> <p>Q: Could we resend the list?</p> <p>A: Yes. Will re-send. ACTION 6</p>	<p>HC</p> <p>HC</p>

15.	<p>To confirm process for Declarations of Interest.</p> <p>Governors to update all Declarations of Interest on GovernorHub by 9th October. Instructions on Noticeboard on GovernorHub.</p> <p>ACTION 7</p>	All
16.	<p>To confirm process to confirm reading and understanding of Keeping Children Safe in Education.</p> <p>Governors to confirm on GovernorHub by 9th October.</p> <p>ACTION 8</p>	All
17.	<p>To determine process for Skills Audit.</p> <p>C/F to later in the year.</p> <p>ACTION 9</p>	HC / Clerk
18.	<p>To consider amending the Articles of Association.</p> <p>The Articles of Association dictate all we do as a Governing Board - what we can and cannot do. The Articles were drawn up in 2012, prior to academisation in 2013. They were written in a former world – the school was smaller at that point and written before the digital age of communication. Small tweaks would make our lives easier. At the moment, digital meetings are being held under Covid19 emergency regulations but some advantages ongoing to continue to allow remote meetings. Therefore would like to tweak articles to allow this longer term. Would also like to increase number of Community Governors – Hitchin Girls’ School has two more than us for instance.</p> <p>Propose that we tweak at this point. Would like to propose this to the Board.</p> <p>There will be a cost related as needs to be checked by lawyers, but costs would be minimal as changes are small.</p> <p>The Governing Board AGREED to allow the Steering Group to approve this.</p>	
19.	<p>To approve the minutes of FGB on 7th July 2020.</p> <p>The minutes were agreed as an accurate record and APPROVED. They will be signed remotely. ACTION 10</p>	HC

20.	<p>To consider any matters arising from FGB on 7th July 2020</p> <p>1 Sign minutes of 9/6/20 FGB remotely and send to Clerk. Chair COMPLETE</p> <p>2 Ensure GovernorHub details are up to date including training record (address, phone and DBS as minimum). Clerk to confirm how to update. All / Clerk ONGOING UPDATE BY 9th OCTOBER ACTION 11</p> <p>3 JR to contact OI regarding new Safeguarding Policy. JR IN PROCESS</p> <p>4 Decide whether to continue Horizon Scanning. Chair COMPLETE – Will decide how to report ACTION 12</p> <p>5 Bring DBS into school. DH COMPLETE</p> <p>6 Allocate Link Governors after determining areas requiring links. Chair / SLT AGENDA ITEM</p> <p>7 Confirm with Tillyard that we will not pay penal interest. DI-W CONFIRMED</p> <p>8 Provide a list of financial acronyms for next Resources meeting. DI-W IN PROCESS</p> <p>9 Present budget in new format so that Revenue appears above expenditure, as per monthly accounts. DI-W IN PROCESS FOR NEXT YEARS BUDGET</p> <p>10 Amend wording in School Development Plan Head COMPLETE</p> <p>11 Check whether Policy for Offsite Visits and LOtC Activities needs reformatting out of Google Docs SLT ONGOING</p> <p>12 Determine charging options in Data Protection Policy with HfL. SLT COMPLETE</p> <p>13 Once queries resolved, Data Protection Policy to be approved by Chair's Action. Chair COMPLETE</p> <p>14 Alter title of Employee Disciplinary Policy (currently says Staff) SLT COMPLETE</p> <p>15 Delete sum in Inventory and Disposals Policy (hammers) SLT COMPELTE</p> <p>16 Amend SEND policy as per comments on the document. SLT COMPLETE</p>	<p>ALL</p> <p>HC</p>
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	<p>17 Once amendments are made, SEND Policy to be approved by Chair's Action. Chair COMPLETE</p> <p>18 Pass thanks to Sarah Ziebland for all of her support and help. Head COMPLETE</p>	
21.	<p>To receive the Headteacher report including Covid-19 update.</p> <p>The report was received by Governors before the meeting.</p> <p>The report is a new format and aligned to Ofsted reported aspects. Full inspections are suspended until at least the end of the year but there are short visits now.</p> <p>Main highlights are around student data – destinations report is on GovernorHub</p> <p>70% of Y11 joined 6th Form.</p> <p>Attendance good in first couple of weeks – fallen a little since with isolations / illness.</p> <p>Leadership & Management – main issue has been Covid. Had to close when 24 staff had to isolate and c40 students. Could not safely open on the Monday. Back in action by Tuesday. Thanks to all who made that happen. Bought in additional supply - costs will be high for that this year. No further positive tests – 2 staff and one TA – one outbreak of 3 people. Undoubtedly there will be further issues.</p> <p>Many staffing changes – will go to Resources. About 20 new staff in summer.</p> <p>Personal Development, Behaviour and Attitude – Y7 have needed additional settling time. Y12 has been a shock since not in school since March and having to hit ground running. Re-integration has been crucial. Learning 4 Life in new format has been launched. Parent group for this.</p> <p>Centre Assessed grades has been an issue. Thanks to staff and students who had a difficult time. Vast majority of y13 were able to access their next steps. Results are indicative of high watermark. They were exceptionally good – will be difficult to match this year e.g. off days etc but does give confidence.</p>	

	<p>Q: Nothing but praise for how school reacted to the problem. Glad impact has been minimised. How was one individual involved with so many staff members with Covid issue?</p> <p>A: Had return to work interview. The person was asymptomatic – the two in contact did not have classic 3 symptoms. Were in work therefore before symptoms recognised. Need to therefore be ultra-cautious and not in school and isolated. Some waited a week for test and week for result. Impacted running the school. Some got quicker tests and 24-48 hr test results. Key worker testing now through HCC.</p> <p>RT to speak to J McManus about ensuring the Key worker testing is available.</p> <p>ACTION 13</p> <p>Q: Destinations - were there any Oxbridge students?</p> <p>A: Don't think so. Medicine and UCL. About 10 students this year in the programme for Oxbridge. Lots of support for this – e.g. mentoring etc.</p>	RT
22.	<p>To receive the Management Accounts.</p> <p>These were received before the meeting.</p> <p>Looking at deficit of c£200k. Most has come from loss of income in Sports Centre, Catering and lettings. Likely to improve with August figure but figures still be worked on.</p> <p>Resources Committee will go through in more detail.</p>	
23.	<p>To receive an update on the plan for Policy Review 2020.</p> <p>This is an ongoing process and will continue throughout the year.</p> <p>There are many draft designs and templates, looking for a software solution to assist and help with compliance – the SchoolBus. This will also give model policies. <i>NB: An order has been placed for SchoolBus since the meeting.</i></p> <p>Looked at a number of options – The Key and The SchoolBus. One of the key points is the process for reviewing and approving the policies.</p> <p>Template – put forward a template to add to the front page to allow them to have a common look and feel. Need to decide how to index and control but may do in conjunction with SchoolBus.</p>	

	<p>KR has produced designs and need to look at option and how it fits with SchooBus.</p> <p>Good progress overall – should be tied down in c2 weeks.</p> <p>There are a number of policies coming through and with all the issue in school and focus on operational in other areas, proposing to delay all policies at the moment with a few exceptions – where we need Covid annexes added. Chair’s Action is the quickest way and emailing the Board to approval. May need to do this throughout the term and maybe longer. Other exception is Safeguarding and Child Protection which needs updating now. May need to change when policies are reviewed to reflect requirements.</p> <p>Where there is a statutory policy which is not in place, then this will be looked at.</p> <p>Pay Policy will also need to be approved. Vast majority will be paused.</p>	
24.	<p>To consider approval of the following policies:</p> <p>Governor Code of Conduct</p> <p>SEND policy Safeguarding Policy Child Protection Policy</p> <p>SEND policy has been APPROVED by Chair’s Action. Safeguarding has not yet been approved and will be dealt with as per Item 23.</p> <p>Child Protection Policy was APPROVED.</p> <p>H,S& P Committee To consider delaying approval of:</p> <p>Health and Safety Policy First Aid Policy Premises Management Documents</p> <p>until February 2021 meeting.</p> <p>These policies were paused, as per Item 23.</p>	

25.	<p>To note any Covid-19 annex changes for SEND / Behaviour Policy.</p> <p>Behaviour, Discipline, Rewards And Sanctions Policy had an annex which was approved by Chair's Action and has been published. APPROVED.</p> <p>Q: How is the annex communicated?</p> <p>A: Written to parents, been through with students in form time. Have not seen any risky behaviour – last couple of weeks has probably heightened compliance.</p>	
25.	<p>To receive and consider any Link Trustees Reports / updates.</p> <p>No meetings have taken place.</p>	
26.	<p>To receive update on Safeguarding.</p> <p>Documents uploaded prior to the meeting.</p> <p>Audit of practices - RAG rated.</p> <p>Other document looks at increasing DSPs and looks at how responsibilities are shared.</p> <p>CPoMs will be used which is industry standard.</p> <p>No immediate new Safeguarding issues which need to be highlighted.</p>	
27.	<p>To note Trustee Development.</p> <p>NB – Safeguarding course PA – HfL webinar on Wellbeing for Educational Return. HfL will be running some sessions with a couple of staff on staff and pupil wellbeing. JR – Becoming an Effective Chair training upcoming on 10/10/20. HC - Chairs' Strategic Briefing 06/10/20</p> <p>Things are happening quite quickly at the moment, outside of formal meetings to get things done. There have been lots of emails, often needing quick responses – apologies but no other options at the moment. Covid Committee will work behind the scenes temporarily.</p>	
28.	<p>To receive any other business notified in item 4.</p> <p>Related Parties Document for auditors.</p>	

	<p>This needs to be filled out urgently. Governors unsure exactly what needs to be added. Ask DI-W for definition of what is required.</p> <p>ACTION 14</p>	Clerk
Close of meeting. 20.00		

Summary of Actions Agreed			
Action Point	Action	Responsibility	Status
1	Check Articles of Association to see whether Parent Governors can be reappointed.	Clerk	
2	Email any questions regarding Edulink One.	All	
3	Inform DI-W of reappointment of KR.	Clerk	
4	Chair and SLT to arrange Staff Governor Election.	HC / SLT	
5	Email list of staff links and agree new report format.	HC	
6	Re-send Link Governor list.	HC	
7	Update Declarations of Interest on GovernorHub by 9/10/20.	All	
8	Confirm reading and understanding of KCSIE on Governorhub by 9/10/20.	All	
9	Carry forward Skills Audit.	HC / Clerk	
10	Sign minutes of FGB 7/7/20 remotely.	HC	
11	Ensure GovernorHub details are up to date by 9/10/20.	All	
12	Decide how to report Horizon Scanning.	HC	
13	Speak to J McManus regarding key worker Covid testing availability.	RT	
14	Check with DI-W exactly what is required on Related Parties Document.	Clerk	