

**HITCHIN GIRLS' SCHOOL
MINUTES OF A MEETING OF THE GOVERNING BODY
HELD AT 6.00PM ON TUESDAY 2 JUNE 2015**

Present:	Mr. K. Balfe	Mr. S. Mills
	Mr. K. Down	Mr. G. Montgomery
	Mr. C. Hall (Chairman)	Mrs. S. Morrison
	Mrs. M. King	Mrs. K. Rowe
	Mrs. F. Manning (Headteacher)	Mr. M. Seaman Hill
	Mrs. M. McPhail	

In attendance: Mr. T. Hankin (Clerk)

1. Apologies for Absence

The Chairman welcomed everyone to the meeting. Apologies were received and accepted from Mr. S. Burgoine, Mr. T. Fitzakerly, Mrs. N. Job, Mrs. J. Marland, Mr. C. Minton, Mrs. K. Smith and Mr. J. Crowther (Deputy Headteacher). Mr. Sprawson was absent.

2. Notification of items to be raised under Any Other Business.

None

3. Declarations of Interest

Governors were reminded of the need to declare any interest in the items for discussion. There were none.

4. School Improvement Plan (SIP) for 2015/2016.

Mrs. Manning explained that the review of the 2014/15 plan will be completed in September following the summer exam results, and will be shared with Governors at that time.

She then gave an overview of the process undertaken to prepare the School Improvement Plan for 2015/16. The Senior Leadership Team started work on the plan earlier in the year and staff input obtained at the April INSET day was then incorporated. In identifying areas for inclusion, there was a focus on what could be done more effectively, as the school is already doing most things well. Developing the Growth Mindset of students and staff remains at the core of the plan.

Mrs. Manning then gave a summary of the Objectives and Actions in the plan and Governors were encouraged to ask questions as she went through the document. Items highlighted and discussed included the following.

- a) *Teaching & Learning: To raise attainment and achievement by developing a culture which puts Teaching and Learning of the whole school community at the heart of all we do*

Actions include ensuring all Teaching and Learning is either good or outstanding, embedding effective and consistent marking and developing strategies for independent learning.

Governors discussed how the quality of teaching is monitored across the Sixth Form Consortium. Mrs. Manning explained the process for monitoring this and confirmed that a separate Sixth Form plan will be incorporated in the whole school SIP.

- b) *Curriculum: To raise attainment and achievement for all students through provision of a relevant and effective curriculum.*

There is still much to do regarding the successful implementation of new A levels and GCSEs and the school is engaging with other schools to share good practice. The new P8 performance measure will require continued review of the curriculum offering and Governors will be provided with a briefing on this new measure at a future meeting. A decision will be required at the June meeting as to whether the school will opt in to the P8 measure for 2014/15 as this is optional.

- c) *Data and Assessment: To raise attainment and achievement through effective use of regular quality assessment and robust data.*

Work will continue on the effective use of the Go 4 Schools system. Relevant CPD will be provided to support staff understanding of data. Regular assessments will be developed to check attainment and progress. The school will also be liaising with primary colleagues to ensure effective links are in place from KS2 to KS3. Governors discussed how the changes to assessment of levels at Key Stage 2 will have an impact on transition to secondary education.

- d) *Leadership & Management: To provide high quality and consistent leadership, management and governance.*

A review of the whole-school self-evaluation process will be completed in conjunction with middle and senior leaders. This will allow more effective monitoring and provision of evidence for high quality self-evaluation. Ways in which time can be provided for staff at all levels to work together to enable increased innovation in their lessons will be sought as well as increasing the Governing Body's understanding of how the school operates. The school is aware of concerns raised by some staff regarding any increase in learning walks, lesson observations and presence in lessons. Some staff welcome middle and senior leader presence in lessons, especially if they want to showcase something they are doing, whilst for others this presence can cause increased stress.

- e) *Environment & Resources: To fully utilise our assets to provide provision for success*

Students and students will be encouraged to take greater ownership of care for the school environment. Improvements to the fabric of the building to reduce energy costs are planned. Actions to ensure effective use of the school budget will include a review and costing of the consortium and curriculum offering. Possible options for reducing costs were discussed. The school will also continue to work closely with

Hitchin Boys', The Priory and the Local Authority regarding facilities and resources to support future expansion.

Mrs. Manning was asked why there was no direct reference to any actions relating to Special Educational Needs. She advised that it was not included as required activity is already in place, but that she would check whether there is anything else that needs to be included.

Governors asked for the inclusion, where possible, of measures to monitor successful outcomes. It was agreed that this is not always possible to quantify but will be included if relevant.

Governors thanked Mrs. Manning for her work in producing the plan and also acknowledged the support provided by staff in its preparation and implementation.

Mrs. Manning advised that, following this review, she will now produce the final version which will be sent to all Governors. Mr. Hall recommended the plan be **APPROVED** and this was unanimously **AGREED**.

5. Education Funding Agency Condition Improvement Fund

Mr. Hankin provided an update on the project to replace all external windows and doors in the main building. A tender process has been completed and the results reviewed by the Asset Management committee. In order to complete a large part of the work in the summer holiday, a contract will need to be put in place as soon as possible.

Mr. Seaman Hill advised that the Asset Management committee have agreed that, provided satisfactory responses were obtained to a number of points of clarification, Marvin Architectural provided both the best price and supporting information regarding the project. They are a specialist heritage window replacement company and have done similar work in other schools and buildings. Mr. Hankin will ask for some reference sites from them so that he can contact and check the quality of the work etc.

Mr. Seaman Hill confirmed that the Committee therefore recommend to the Governing Body that the contract be awarded to Marvin Architectural once the school and Chartered Surveyor overseeing the project were satisfied with responses to the points requiring clarification. If any issues arose that meant they were unsuitable, discussions will take place with the second lowest bidder.

Mr Hall therefore proposed, seconded by Mrs. Morrison, that subject to receipt of satisfactory references, the contract for the replacement of doors and windows be placed with Marvin Architectural. This was unanimously **AGREED**.

6. Any Other Business

None

7. Date of next meeting

Tuesday 16 June 2015 at 7pm.

The meeting closed at 7.30pm.