

HITCHIN GIRLS' SCHOOL
MINUTES OF A MEETING OF THE GOVERNING BODY
HELD AT 6.00PM ON TUESDAY 18 JUNE 2019

Present:

Mrs. C. Astill	Mr. S. Lucas
Mr. K. Balfe	Mrs. F. Manning (Headteacher)
Mr. K. Down	Dr. K. Middleton
Mr. G. Edwards	Mr. S. Mills
Mrs. C. Emmings	Mrs. K. Rowe
Mr. T. Fitzakerly	Mr. T. Scott
Mr. C. Hall (Chairman)	Mr. M. Seaman Hill
Mrs. N. Job (Vice Chair)	
Mrs. M. King	

In attendance: Mr. T. Hankin (Clerk)

1. Welcome & Apologies for Absence

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Ms. J. Briggs, Mr. C. Minton and Mr. J Crowther. Mrs. S. Morrison and Mr. S. Sprawson were absent.

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

Founders' Day & Examination communication from Ofqual.

3. Declarations of Interest

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

4. Minutes of previous meeting.

4.1 Minutes of the meeting held on 4 June 2019.

The minutes were approved as an accurate record and signed by the Chair.

4.2 Matters arising.

None

5. Headteacher's Report

Mrs. Manning highlighted a number of items in the report, including:

- The successful INSET day in April, which included training from Isabella Wallace, a respected education author. Feedback from staff has been very positive, with many of the ideas mentioned implemented or included in departmental plans for next year.

- An update on the Headteacher's objectives for the year. A mid-year review with the performance appraisal group will be arranged.
- A SEND update and concerns over the increasing number of students requiring additional access arrangements for examinations. There are a larger number of students in Year 7 this year coming to HGS with access arrangements.
- An exclusion update. There is one recent exclusion to add to the information circulated.
- CPD details. Governors requested that future reports indicate the provider of the training.
- An admissions update. Governors asked whether demand from Hitchin had been satisfied and Mrs Manning confirmed that all on time applications from students in the Hitchin parish have been met.

6. Committee reports

6.1 Admissions committee

Dr. Middleton reported on the meeting held on 30 April which had primarily received an update on admissions information for September 2019.

6.2 Curriculum & Performance committee

Mrs. King reported on the meeting held on 30 April. Feedback from the Key Stage 4 Governor Student panel was discussed. Students do seem more anxious this year, but this is the first year where all their exams are under the new curriculum. An increase in the number of Year 7 SEND was discussed, along with the impact this has on Access Arrangements.

An updated Complaints Policy and Home School Agreement were reviewed and recommended to the Governors. These were **APPROVED**.

An updated Attendance Policy was reviewed and approved, and this was **NOTED** by the Governors.

6.3 Finance & Resources committee

Mr. Down reported on the meeting held on 7 May. Work on the upgrade to the ICT system was noted. The current year financial position was reviewed and expenditure and income is all on track and within the agreed budget.

Benchmarking data for 2017/18 comparing HGS with local schools and Hertfordshire Academies was reviewed. No areas of concern were noted. HGS compares very favourably with other schools on energy costs. There is a large disparity between schools in the amount of financial reserves being held.

The budget for 2019/20 was reviewed and discussed. Staff costs have increased, partly due to the increase in the Teachers' Pension contribution rate. This increase is being funded by a government grant until August 2020. A small in-year surplus of £2,360 is planned and the budget was recommended for approval.

The budget for 2019/20 was **APPROVED** by the Governors.

It was noted that, unless the funding for the pension cost increase continues beyond August 2020, the school will need to make considerable financial savings in 2020/21.

The committee had also discussed premises matters and congratulated the Site Staff for the appearance of the site and good state of repair of buildings. The successful Condition Improvement Fund bid to replace the boilers and hot water system in the main building with a more efficient system was also noted.

6.4 Personnel committee

Mrs. Job reported on the meeting held on 7 May. A staffing update was reviewed and the staffing FTE for 2019/20 agreed. She congratulated Mr. Hankin on his appointment as an Accredited DfE School Resource Management Advisor.

An updated CPD Policy was reviewed and approved, and this was **NOTED** by the Governors.

7. Governor visit reports

Mr. Down reported on his visit to the Science department. Exam course changes have led to increased pressure and workload. Lots of practical activities are taking place in lessons and he will be visiting again in the autumn to see some of these.

Mrs. Job reported on time spent with the SENCO and in the Learning Support Department. She received information on how the department operated and allocated resources to support students.

She also reported on her involvement in the recent Key Stage 3 student panel. Students were confident, articulate and honest and were very proud and pleased to be part of HGS. There were some mixed views on form time and this is being addressed as part of the school improvement plan for next year.

Mr. Hall reported on a meeting with the Head of Mathematics. There was concern over the reduction in hours for A level teaching and the impact on workload. They would also like to have AS levels back. The department has a good team of staff and are grateful for newly decorated teaching rooms.

Mr. Mills reported on a Year 12 student who has helped set up and run a debating competition at Whitehill Junior School for 5 local primaries.

8. Any Other Business

Mrs. Manning reminded Governors of the forthcoming Founders' Day.

She also referred to a communication from Ofqual regarding examination results which has been sent to all Governors. It was suggested that this should also be sent to staff.

9. Date of next meeting

Tuesday 10 September 2019