

**HITCHIN GIRLS' SCHOOL**  
**MINUTES OF A MEETING OF THE GOVERNING BODY**  
**HELD AT 6.00PM ON TUESDAY 4 JUNE 2019**

**Present:** Mrs. C. Astill  
Mr. K. Balfe  
Ms. J. Briggs  
Mr. K. Down  
Mrs. C. Emmings  
Mr. C. Hall (Chairman)  
Mrs. N. Job (Vice Chair)  
Mrs. M. King

Mr. S. Lucas  
Mrs. F. Manning (Headteacher)  
Mrs. K. Rowe  
Mr. T. Scott  
Mr. M. Seaman Hill

**In attendance:** Mr. T. Hankin (Clerk)  
Mr. J. Crowther (Deputy Headteacher)

**1. Welcome & Apologies for Absence**

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Mr. G. Edwards, Mr. T. Fitzakerly, Dr. K. Middleton, Mr. S. Mills, Mr. C. Minton and Mrs. S. Morrison. Mr. S. Sprawson was absent.

Mr. Hankin informed Governors that Mrs. D. Kaur has resigned as a Governor and Member of the Academy Trust from 31 May 2019, as she has moved to Scotland. Her resignation was NOTED.

**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 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 19 March 2019.

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

4.2 Matters arising.

None

**5. School Improvement Plan 2018/19**

Governors reviewed the current plan and progress against the actions.

Mrs. Manning explained that the current plan covers 4 terms and is still active. A review of progress has been completed and outcomes noted against the key actions. A final review will be completed at the start of the next academic year.

She reminded Governors of the three objectives included in all Department Development Plans (DDP) and highlighted outcomes:

- Reforming schemes of work – this is a large piece of work which has almost been completed by departments.
- Developing methods of feedback and assessment for students to reduce workload for individuals – all areas have completed this.
- To fully utilise Go4Schools across all year groups for data capture – all complete.

She also reviewed progress on the other objectives in the plan including:

- Ensuring a quality start to the day – good progress has been made with a programme for Tutor time but this is not yet being consistently applied across the school.
- Managing addition of two new houses within the House system – these have been successfully integrated with Year 7 students noting that they are proud to be the first members of these new Houses.
- Further development of mental health support structure – the introduction of 5 ways to Wellbeing has been positively received, Guidance and information has been provided for parents, staff and students. This work is ongoing.
- Appropriate & cost effective staffing to support expansion – the school is fully staffed for September 2019.
- Further development of the North Herts Teaching Alliance (NHTA) – a lot has taken place, as detailed in the plan. Very positive feedback has been received regarding the NPQML and NPQSL courses.
- Provision of appropriate IT resources – a strategy for the future has been identified and work to implement this has started.
- Effective outward communication – the increased use of Social Media has been a huge success.

Governors noted and discussed the progress being made. They asked that, for the final review, where the outcome is complete but does not include data a note is made of the evidence identified to support the outcome. The glossary also requires updating to include all staff identified in the plan.

## **6. School Improvement Plan 2019/20**

Mrs. Manning presented the draft plan for next year. The plan is split into four sections with the heading linked to the key Ofsted areas that it relates to. The three objectives in all departmental plans are:

- Embed and review the curriculum at all Key Stages to ensure exceptional provision and smooth transition.
- Ensuring all staff have a bespoke programme of CPD to meet their need and those of the department and school.
- Encouraging departments to work as a team to reduce workload for individuals.

Other objectives in the plan include:

- Production of a whole school feedback and assessment policy. This will replace the current Marking Policy and Governors discussed the change in focus from marking to feedback and assessment and how this will be communicated to both students and parents.
- The rollout of Unifrog to all year groups to support Careers Education and Guidance
- Further development of a programme to support a structured start to the school day.
- Ongoing work to support wellbeing for staff and students through management of workload. Governors questioned whether staff have the time to undertake all the items included in the plan. Mrs Manning advised that many of the actions are items that staff are already doing or need to do and that they should be achievable.
- Reviewing the use and collection of data – ‘Making Data Work’. This is the second year of this objective and the school is ahead of many others in reducing data collection.
- Developing the work of the Pastoral Team, with increased focus on proactive initiatives.
- Introduction of a new rewards system, to promote positivity amongst students in all year groups.
- Developing opportunities and a culture where different groups of staff, such as NQTs, Middle Leaders, can work together and actively contribute to planning and further development of the school.
- Reviewing opportunities for parental engagement. Governors discussed the information already gathered at parents consultation meetings and how further opportunities can be developed to obtain feedback.

Governors asked about support for SEND and disadvantaged groups and Mrs. Manning advised that this is embedded in everything that is undertaken.

Governors suggested that the timescales and review dates are checked as the plan appears very front loaded, with a lot due for completion for the Autumn Term 2019.

Mrs. Manning was thanked for producing the plan which was **APPROVED** by the Governors.

## **7. Meeting dates 2019/20**

The proposed schedule of meeting dates was reviewed. A change to the date of the Personnel and Finance committees in February was noted due to a clash with a Parents consultation evening. Mrs. Manning asked whether Governors wished to retain two meetings in June and it was agreed that reviewing the School Improvement Plan at a separate meeting allowed time for discussion and review.

## **8. Any Other Business**

None.

## **9. Date of next meeting**

Tuesday 18 June 2019 7.00pm