

**HITCHIN GIRLS' SCHOOL
MINUTES OF A MEETING OF THE GOVERNING BODY
HELD AT 6.00PM ON TUESDAY 6 JUNE 2017**

Part 1 Business

Present: Mrs. C. Astill
Mr. K. Balfe
Mr. K. Down
Mrs. C. Emmings
Mr. T. Fitzakerly
Mr. C. Hall (Chairman)
Mrs. N. Job
Mr. A. Jones
Mrs. M. King

Mr. S. Lucas
Mrs. F. Manning (Headteacher)
Mrs. M. McPhail
Dr. K. Middleton
Mr. C. Minton
Mr. G. Montgomery
Mrs. S. Morrison
Mr. M. Seaman Hill

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

1. Welcome & Apologies for Absence

Mr. Hall welcomed everyone to the meeting. Apologies were received and accepted from Mrs. J. Marland, Mr. S. Mills and Mr. S. Sprawson.

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. Minutes of previous meeting.

4.1 Minutes of the meeting held on 14 March 2017.

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

4.2 Matters arising.

None.

5. School Improvement Plan 2017/18

Mrs. Manning reviewed the plan which had been circulated to Governors prior to the meeting.

She explained the process that has led to the development of the plan and the importance of identifying the right priorities and not simply adding things without reviewing what can be removed. It is a strategic plan covering 3 years. The rationale refers to the school striving to be exceptional and providing an exceptional experience for all students and all staff. Collaboration is central to delivery of the plan.

Departmental plans will be added to the final plan as appendices. Department objectives are based around teaching and learning, noting that best practice is achieved where people work collaboratively, and preparing the department for expansion of the school.

There are four core areas to the plan:

- Teaching and Learning and Assessment
- Expansion preparation, planning and implementation
- Collaborative working
- Leadership and Management

Key actions in each section were highlighted and discussed. Governors asked questions relating to the provision of CPD through the Teaching Alliance, the action to improve the transition process to Key Stage 5, collaboration opportunities with Further and Higher Education institutions and the use of exit interviews when students leave the school.

Governors were pleased to note the inclusion of actions relating to greater awareness of mental health issues and Growth Mindset and felt that the plan helped demonstrate that the school is not simply focused on examination results but shows wider care and support for all students. Although there is a separate plan for Pupil Premium funding which will be added as an appendix, it was agreed reference to this should be included in the main plan. The importance of staff wellbeing was discussed and Mrs. Manning noted that collaborative working and sharing of best practice can help to reduce workload for staff.

Governors confirmed that they liked the updated layout of the plan which includes clear timescales for action. It is important that where a success criteria is referred to as an increase or decrease, a means of measuring this is established.

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

6. Multi Academy Trust update

An update on progress with the application to become a Multi Academy Trust was circulated. The Steering Group had met prior to this meeting to review progress and documentation.

Changes to the Funding Agreement and Articles of Association for the Trust have been prepared by Stone King and these are based on the latest Department for Education model documents. The proposed governance structure was also reviewed.

It was agreed that copies of the new documents will be circulated to Governors for review and comment. The intention will be that they are approved at the next meeting to allow them to be submitted to the DfE as part of the application.

The DfE have provided feedback on the application and have asked the school to identify who the initial Members and Trustees of the MAT will be. The Chair invited all Governors to consider this. The DfE have also asked whether the school will consider becoming an Academy Sponsor. As this option has previously been discussed and agreed, the sponsor form will be submitted once the draft documentation has been approved.

Mrs. Manning advised Governors that a local school has expressed strong interest in joining the MAT. Initial discussions are underway, and if their Governors make a formal request to join, a due diligence process will need to be undertaken to ensure there is no

risk from this to Hitchin Girls' School. Any decision on whether or not to accept them will be taken by the Trustees.

7. Any Other Business

The Chairman wished all students and staff well during this examination time and thanked staff for all the support they provide to students.

8. Date of next meeting

Tuesday 20 June 2017

The meeting closed at 7.30pm