

HITCHIN GIRLS' SCHOOL

Minutes of a meeting of the Board of Trustees Held at 7.00pm on Tuesday 7 June 2022

Present:

Mr. K. Balfe	Mrs. N. Job
Mr. K. Down	Mrs. M. King
Mr. G. Edwards	Mrs. F. Manning (Headteacher)
Mrs. C. Emmings	Mr. S. Mills
Mr. T. Fitzakerly	Mr. D. Roberts
Mrs. S. Franklin	Mrs. K. Rowe
Mrs. S. Frost	Mr. T. Scott
Mr. C. Hall (Chair)	Mrs. A. Thornber
Ms. A. Holden	Mr. M. Winter

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

1. Welcome & apologies for absence

Mr. Hall welcomed everyone to the meeting of the Board of Trustees. Apologies were received and accepted from Mr. S. Lucas.

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

Trustee Skills Audit and Effectiveness review

3. Declarations of interest

Trustees 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 22 March 2022.

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

4.2 Matters arising.

Trust Board Diversity (from Item 10). The Chair was asked whether a plan has been prepared to increase the diversity of the Board. Mr. Hall informed Trustees that Mr. Seaman Hill has resigned as a Trustee and there is now a vacancy for a Trustee appointed by Members. He will look at how this vacancy can be advertised, promoting the need to widen the diversity of the board. The skills audit currently underway will also identify any skills gaps that may need to be considered.

5. School Improvement Plan 2022/23

Mrs. Manning explained the purpose of the School Improvement Plan, the period it covered, and the process by which it has been prepared. She added that the plan covers four terms,

from April 2022 through to August 2023 and overlaps with the current plan. The final review of the 2021/22 plan will take place in September.

The core areas of the plan cover:

- Culture & Ethos
- Curriculum, Teaching, Learning & Pedagogy
- The use of data
- Staff development, support and training
- Effective leadership

The plan has a number of objectives and key actions in each area. As there will be two new staff joining the Leadership team in September, some of the individual actions are incomplete or may alter slightly and these will be updated once conversations have been held with them regarding their plans for next year.

The plan was reviewed. Mrs. Manning highlighted some of the actions and Trustees asked a number of questions. Items discussed included the redefining of the core values of HGS, the focus on attendance levels, the development of students as leaders and the embedding of the new leadership team. Trustees also discussed how the document is maintained as a live document and the use of RAG ratings to monitor progress more easily. A Trustee commented that it was heartening to read the plan and understand how the school has been able to identify where the focus is for next year, how gaps have been identified and the actions planned to address these.

Mrs. Manning informed Trustees that Departmental plans are being finalised and will be shared with the relevant department link Trustee. There are also separate plans for the Sixth Form and the Pastoral Team.

Mrs. Manning was thanked for preparing the plan which was agreed by Trustees for 2022/23.

6. Any Other Business

Trustee Skills Audit. Trustees were reminded to complete this if they have not already done so.

Trust Board effectiveness review. A separate online survey will be sent to Trustees this week.

7. Date of next meeting

Tuesday 21 June 2022