

HITCHIN GIRLS' SCHOOL
MINUTES OF AN ONLINE MEETING OF THE GOVERNING BODY
HELD AT 5.00PM ON TUESDAY 9 JUNE 2020

Present: Mr. K. Balfe Mr. S. Lucas
Mr. K. Down Mrs. F. Manning (Headteacher)
Mr. G. Edwards Dr. K. Middleton
Mrs. C. Emmings Mr. C. Minton
Mr. T. Fitzakerly Mrs. K. Rowe
Mr. C. Hall (Chairman) Mr. T. Scott
Mrs. N. Job
Mrs. M. King

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 Ms. J. Briggs, Mr. S. Mills, Mrs. S. Morrison, Mr. M. Seaman Hill and Mr. M. Winter. Mr. S. 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 pecuniary or other interest in the items for discussion. There were none.

4. Coronavirus update

Mrs. Manning provided an update on actions since the last meeting. The school is receiving daily updates from the DfE which require review and in some cases a response or action. They are starting to request more information about vulnerable students and whether or not they are in school. The school has remained open for Key Worker students.

The initial problems with the national free school meal system appear to have been dealt with. The school has been allocated 3 Chromebook for vulnerable students under the Government scheme, these should be received soon.

The secondary Headteachers in Hitchin and Harpenden had an online meeting with Bim Afolami, MP, who wanted to know about plans for return to school. The message given to him was that schools really need to know what the plans are for assessment next year. The Education Secretary has said that there will be an exam season, but it is not known what these exams will cover.

The key task recently has been producing Center Assessed Grades. This has been a very detailed and thorough process and the ranking of students has been key. Analysis tools from Fischer Family Trust and SMID (recommended by ACSL) have been used to benchmark the submissions. Governors asked about Consortium students and Mrs. Manning explained the process and said that schools cannot share submitted grades across the consortium. Governors thanked Mrs. Manning and everyone involved for their work in producing and validating these grades.

5. Return to school arrangements

Mrs. Manning explained the arrangements being put in place for the return of Year 10 & 12 students from Monday 15 June. She, along with Mr. Crowther and Mr. Hankin, have been working on this and keeping other members of the Leadership Team informed. An online staff meeting to update all staff on the plans was held with 95 present. Staff continue to work very hard, some with long hours due to home schooling and other caring responsibilities.

Copies of letters sent to parents and students continue to be sent to Governors to keep them informed of what is happening.

Remote working is the main method of learning. From 15 June, the guidance allows up to 25% of Year 10 and 12 to attend school on any day for some Face to Face support. The plan is to invite 25% of Year 10 in each day (Monday to Thursday) for a two hour support session. This will be for English & Maths next week, and for Science the week after. After this, there will be sessions in other subjects but the option blocks will make this harder to schedule.

Year 12 sessions will be based around option blocks with students studying subjects in block A invited for a 2 hour session next week, with block E subjects the following week. Other blocks will then follow.

Start and end times are staggered to help with social distancing. Students will receive a Health & Safety briefing at the start of each day before being allocated to a room. Room layouts have been amended in classrooms to allow for social distancing.

A Risk Assessment has been prepared and discussed with the Union representatives in school and reviewed against the checklists provided by the NEU and NASUWT.

Remote learning continues for Year 10 and 12 on the days they are not in school and for all other year groups. The number of staff on site on any day will be limited but will include two members of SLG, a first aider and pastoral and admin support. A likely barrier to staff return is child care and the school is not insisting that all staff must return at this stage. A staff questionnaire has also asked staff to advise if they are shielding or identified as vulnerable.

Transition work with primary schools has continued online. Plans for the Post 16 transition programme are being put together. There will be no traditional Founders' Day this year, although ideas are being gathered to celebrate this online in another way.

Mrs. Rowe reported that many staff are using Google Meet to interact with students in the tutor group or class, and to deliver some sessions.

Mr. Hankin then reviewed the Risk Assessment. He advised that it is based on the current guidelines of a maximum 25% on any day and is subject to review and change if guidance changes. It covers access to and from the site, infection outbreak and reporting, first aid, hygiene, student responsibilities and classroom practice, staff responsibilities, breaks & lunchtimes, site management and cleaning.

It has been cross referenced with the template risk assessment produced by Hertfordshire County Council which has also been shared with Governors.

Governors reviewed and discussed the assessment asking questions relating to social distancing, access to and the use of masks, dealing with any symptoms whilst a student is in school, the process for breach or protocol or risk assessment requirement, communication with parents and students.

A Governor offered to ask a volunteer to make a number of washable face masks that can be made available to vulnerable students or staff, or any travelling by public transport.

Mr. Balfe conformed that he and the other union representative in school have reviewed the document and they are both happy with the Risk Assessment.

Mr. Hall proposed that Governors approve the Risk Assessment for the return to school from 15 June. Governors voted and **APPROVED** the Risk Assessment. Mrs Manning abstained as she had been involved in producing the document.

6. Any Other Business

None.

7. Dates of next meetings

Tuesday 16 June 2020