

**HITCHIN GIRLS' SCHOOL**  
**MINUTES OF A MEETING OF THE GOVERNING BODY**  
**HELD AT 7.00PM ON TUESDAY 15 SEPTEMBER 2015**

**Present:**

Mr. K. Balfe	Mrs. M. McPhail
Mr. K. Down	Mr. S. Mills
Mr. C. Hall (Chairman)	Mr. C. Minton
Mrs. N. Job	Mrs. S. Morrison
Mrs. M. King	Mrs. K. Rowe
Mrs. F. Manning (Headteacher)	Mr. M. Seaman Hill
Mrs. J. Marland	Mrs. K. Smith

**In attendance:** Mr. T. Hankin (Clerk)

**1. Welcome & Apologies for Absence**

Mr. Hall welcomed everyone to the meeting. Apologies were received and accepted from Mr. T. Fitzakerly, Mr. G. Montgomery and Mr. J. Crowther (Deputy Headteacher). Mr. S. Burgoyne and Mr. S. Sprawson were absent.

**2. Appointment of Chair and Vice Chair**

Mr. Hankin advised that, at the start of each year, the Governing Body are required to appoint a Chairman and Vice-Chair. Mr. Minton proposed that Mr. Hall be re-appointed as Chairman and this was seconded by Mrs. Marland. Governors unanimously **AGREED** the appointment.

Mr. Hall then proposed that Mrs. Job be re-appointed as Vice Chair. This was seconded by Mr. Down and unanimously **AGREED**.

**3. Notification of items to be raised under Any Other Business.**

Three items were notified:

- Admissions Arrangements for 2016/17
- TLR review group
- 2015/15 Teacher Pay Award

**4. Declarations of Interest**

Governors were reminded of the need to declare any interest in the items for discussion. Staff Governors notified an interest in the AOB item on the Teacher Pay Award and would absent themselves from this discussion. Mr. Mills and Mr. Down also declared an interest in this item.

**5. Minutes of previous meetings.**

5.1 Minutes of the meeting held on 16 June 2015.

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

## 5.2 Matters arising.

Admissions place withdrawal (from item 5.2). Governors asked whether there had been an appeal against the withdrawal of a place, following the address checking process. Mr. Hankin confirmed that there had been no appeal and the removal of the offer of a place stood.

## 6. **Appointment of Committees**

### 6.1 Committee membership

Mr. Hall asked whether any Governor wished to change the committee on which they served for the forthcoming year. Governors were reminded that they are all entitled to attend any committee, but only those appointed as members are eligible to vote. There were no changes and continuation of the existing membership was therefore **AGREED**. The full list of committee members is attached as Appendix 1.

### 6.2 Appointment of Committee Chairs

Mr. Hall requested nominations for committee chairs. He advised that Mrs. McPhail has indicated that she wishes to stand down as Chair of the Finance Committee, although she will be remaining a member. Thanks were expressed to her for her work in this role. The following nominations were received:

Admissions Committee - Mrs. Job.

- Nominated by Mr. Hall, Seconded by Mr. Down.

Asset Management Committee - Mr. Seaman Hill.

- Nominated by Mr. Hall, Seconded by Mr. Minton

Curriculum & Performance Committee – Mrs. Marland

- Nominated by Mr. Hall, Seconded by Mrs. Job

Finance Committee – Mr. Down

- Nominated by Mr. Hall, Seconded by Mr. Seaman Hill

Personnel Committee - Mrs. Job

- Nominated by Mr. Hall, Seconded by Mrs. King.

No other nominations were received and the meeting therefore **AGREED** the appointments.

Each Committee will appoint a Vice Chair at their next meeting.

### 6.3 Committee Terms of Reference

The Terms of Reference were reviewed. It was noted that one of the functions of the Curriculum & Performance Committee is to monitor the impact of the Teaching Alliance and this will be added.

It was also agreed to clarify point 1 regarding composition of committees to state that Staff Governors would not normally be appointed as a member of either the Personnel or Admissions Committees, to avoid any potential conflicts of interest.

Subject to these changes being made, the Committee Terms of Reference were unanimously **APPROVED** for 2015/16.

## **7. Examination results summary and Headteacher's update**

Mrs. Manning presented an overview of the summer examination results which had been very pleasing. A full analysis will be given at the next meeting of the Curriculum & Performance Committee and all Governors are welcome to attend.

Highlights are as follows:

### **A2**

- Very similar to last year, which had been the best for 12 years.
- A\*-B grades over 60% for only the second time in 12 years.
- 15 students gained 3 or more A and A\* grades.
- 86% of students have gone on to university, with the remainder on apprenticeships, at a FE college or on a Gap year.
- The average points score per student is down to 666.8, but this reflects the schools policy to ensure students only do the right type and number of courses, appropriate to them.

### **AS Levels**

- Very good AS results this year.
- A-B grades increased by 5.6% to 52.1%
- A-C grades increased by 7% to 75%
- A-E grades increased by 3.7% to 94.1%
- Increased focus and support for revision, greater use of the study area in the new Sixth Form Centre, have all had an impact.
- Results are also in line with targets, which reflects the work done to ensure the right aspirational target is set for each student.

### **GCSE**

- 90.5 of Year 11 students gained 5 A\*-C grades, up from 86.3%, and above 90% for the first time in 8 years.
- 84.8% of students gained 5 A\*-C including English and Mathematics.
- 43.9% of the grades were at A\* and A
- 100% of students achieved 5 or more A\*-G grades.
- There have been very few re-marks this year, and these are not included in the initial figures.
- The revision workshops and support for students and parents have been well received and helped students achieve to their potential.

**Governors thanked Mrs. Manning for her summary. They asked that their thanks were passed on to all staff for their hard work over the year, which has led to a very pleasing set of results.**

Other updates:

#### School Improvement Plan review 2014/15

This has been emailed to governors and they were asked to contact Mrs. Manning if there were any questions on it.

### Premises update

Over the summer, 10 student and staff toilet areas have been refurbished and the window replacement programme is well underway. Both projects are funded by an Education Funding Agency Condition Improvement Fund grant. Planning approval for the solar PV system was received and 370 panels are now in place and generating electricity for the school.

### Staffing

The school is fully staffed at the start of term, with no one on any temporary, short term contract.

### Student numbers

There are 130 students in Year 12 and 127 in Year 13. There was a small decrease in Year 11 students staying on into the Sixth Form at the school, and their destinations and subjects choices will be reviewed to identify any trends. Governors asked about the number going to Cambridge colleges, and Mrs. Manning advised that it would appear that these colleges have taken more students from outside Cambridgeshire this year.

### WRAP training

A number of staff will undertake the new training on the Prevention of Radicalisation, and this will then be distilled to all staff. Two Governors will also attend the training.

### Admissions arrangements objection

An objection was made to the Office of the Schools Adjudicator by a local Parish Council regarding the admissions arrangements for 2016 for both Hitchin Boys' and Hitchin Girls' Schools. The objection primarily related to the ease of understanding, transparency of process and use of distance. The two schools and the Local Authority Strategy and Policy Manager for Admissions and Transport met with the Adjudicator in the summer. The objection was partially upheld and as a result, part of the wording and explanations used in the published document has been updated. The Adjudicator also requested changes to the criteria and process used for external applicants to the Sixth Form and this has been done.

### Teaching Alliance

Ms. Stojko, Assistant Headteacher (Sixth Form) is leading on the development of the Alliance and is working as part of the commissioning group on behalf of the school.

Herts. For Learning has asked the Alliance to be part of a bid to the Department for Education to provide School Improvements services to Free Schools and Academies.

## **8. Governor Vacancies**

Mr. Hall advised that a small panel of Governors had earlier met with Mr. Simon Lucas who has come forward following the recent Governors stall in the Market Square, having expressed an interest in becoming a Governor at the school. He provided background information on Mr. Lucas and confirmed that the panel felt that Mr. Lucas will be a useful addition to the Governing Body. Mr. Hall proposed, seconded by Mr. Minton, that Mr. Lucas be appointed as a Community Governor, and this was unanimously **AGREED**.

Mr. Hall also reported that Mr. Montgomery has requested a sabbatical from the Governing Body for this term as he was working in N. Ireland, and this was **AGREED**.

Mr. Hall agreed to contact Mr. Sprawson to ascertain whether he wished to remain a Community Governor as he had not attended any meetings or committees during 2015.

Mr. Hankin advised that a Parent Governor election will take place this term, as there is a vacancy for one Parent Governor.

## **9. Link Governors**

The list of Link Governors was reviewed.

Mrs. Smith agreed to become Link Governor for Social Sciences, and Mr. Hall will become Link Governor for Mathematics.

Mr. Minton agreed to become Link Governor for Business Studies & IT.

Mr. Mills will deputise for Mr. Montgomery as the link for Classics this term.

Mrs. McPhail agreed to become the link for Philosophy & Ethics.

Mrs. Manning advised that Heads of Department have been asked to make contact with their Link Governor and arrange a visit. Mr. Hall advised that he intends being in school for 2 days in October to meet up with Heads of Department to help gain a better understanding of their role.

## **10. Any Other Business**

10.1 Admission Arrangements 2016/17.

Following the review of the Adjudicator, the admissions arrangements have been updated to reflect the changes required. It was noted that there was no change to the basic criteria for allocation of places in Year 7. Governors unanimously **APPROVED** the updated arrangements as the Determined Admission Arrangements for 2016/17.

10.2 TLR review group

Mrs. Rowe asked whether a Governor from the Personnel Committee would be able to join the working group looking at the school's TLR structure. Mr. Hall, Mrs. Job and Mrs. Smith agreed to try and ensure that one of them would be present at each meeting, but that this was subject to the date and timing of the meetings. Mr. Balfe asked Governors to pass on any information they may have on how the TLR scheme is structured in other schools.

## **11. Date of next meeting**

Tuesday 1 December 2015.

## Appendix 1

### HITCHIN GIRLS' SCHOOL GOVERNING BODY COMMITTEE MEMBERSHIP 2015/2016

#### **ADMISSIONS COMMITTEE**

Mr Ken Down  
Mr Chris Hall  
Mrs Nesta Job (Chair)  
Mrs Frances Manning  
Mr Steve Mills  
Mr Colin Minton  
Mrs Karen Smith  
Mr Stuart Sprawson

Clerk: Mr Tony Hankin

#### **ASSET MANAGEMENT COMMITTEE**

Mr Steve Burgoyne  
Mr Tony Fitzakerly  
Mr Chris Hall  
Mrs Frances Manning  
Mrs Michelle McPhail  
Mr Geoff Montgomery  
Mrs Katharine Rowe  
Mr Mark Seaman-Hill (Chair)

Clerk: Mr Tony Hankin

#### **CURRICULUM & PERFORMANCE COMMITTEE**

Mr Chris Hall  
Mrs Nesta Job  
Mrs Mary King  
Mrs Frances Manning  
Mrs Jane Marland (Chair)  
Mr Steve Mills  
Mrs Sonia Morrison  
Mrs Katharine Rowe  
Mrs Karen Smith

Clerk: Mr Tony Hankin

#### **FINANCE COMMITTEE**

Mr Kieran Balfe  
Mr Ken Down (Chair)  
Mr Tony Fitzakerly  
Mr Chris Hall  
Mrs Michelle McPhail  
Mrs Frances Manning  
Mr Steve Mills  
Mr Colin Minton  
Mr Mark Seaman Hill

Clerk: Mr Tony Hankin

#### **PERSONNEL COMMITTEE**

Mr Chris Hall  
Mrs Nesta Job (Chair)  
Mrs Mary King  
Mrs Frances Manning  
Mr Colin Minton  
Mrs Sonia Morrison  
Mrs Karen Smith  
Mr Stuart Sprawson

Clerk: Mr Tony Hankin

#### **CONSORTIUM JOINT GOVERNOR COMMITTEE**

Mrs Nesta Job  
Mrs Frances Manning  
Mr Chris Hall