

**HITCHIN GIRLS' SCHOOL
MINUTES OF A MEETING OF THE GOVERNING BODY
HELD AT 7.00PM ON TUESDAY 12 SEPTEMBER 2017**

Part 1 Business

Present: Mrs. C. Astill (from item 7) Mrs. F. Manning (Headteacher)
Mr. K. Down Mrs. M. McPhail
Mrs. C. Emmings Dr. K. Middleton
Mr. T. Fitzakerly Mr. S. Mills
Mr. C. Hall (Chairman) Mr. C. Minton
Mrs. N. Job Mr. M. Seaman Hill
Mr. S. Lucas Mr. S. Sprawson

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, Mr. A. Jones, Mrs. M. King and Mrs. S. Morrison. Mr. G. Montgomery was absent.

2. Appointment of Chair and Vice Chair

Mrs. N. Job proposed Mr. Hall be appointed Chair for 2017/18 and this was seconded by Mr. Minton. There were no other nominations and Mr. Hall was unanimously appointed.

Mr. C. Hall proposed Mrs. Job be appointed Vice Chair for 2017/18 and this was seconded by Mr. Down. There were no other nominations and Mrs. Job was unanimously appointed.

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

None

4. Declarations of Interest

Governors were reminded of the need to declare any interest in the items for discussion. There were none.

5. Minutes of previous meeting.

5.1 Minutes of the meeting held on 20 June 2017.

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

5.2 Matters arising.

There were none.

6. Appointment of Committees

6.1 Committee Appointments

The membership of the committees was reviewed and **APPROVED** (Appendix 1). It was noted that there will be new Governors to join these following staff and parent governor elections this term.

The Consortium Joint Governance Committee currently does not meet and was removed from the list of committees.

6.2 Chair of Committee Appointments

The following appointments as Chairs of the Committees were unanimously **APPROVED**.

- Admissions – Mrs N. Job
- Personnel – Mrs. N. Job
- Finance & Resources – Mr. K. Down
- Curriculum & Performance – Mrs. M. King

6.3 Committee Terms of Reference

The Terms of Reference were reviewed and **APPROVED**

7. Examination results summary and headteacher's update

Mrs. Manning made a presentation outlining key information from the summer 2017 examinations (copy attached).

She reminded Governors of the changes at GCSE with the introduction of the new 1-9 Scale in English and Maths. Results in these subjects were particularly pleasing, considerably exceeding national averages.

Governors discussed the results and the impact that the curriculum changes has had. There remains a focus on Ebacc and the school will need to consider the impact on the curriculum of the latest Government proposals and targets regarding the number of students achieving EBacc by 2022.

Governors congratulated Mrs. Manning and the school on the successful outcomes. Thanks were expressed to all staff involved in the Examinations process this year.

Mrs. Manning confirmed that the school is fully staffed at the start of term. She also advised that a date has been booked in November for her performance management review and that a Herts for Learning standards visit has also been arranged, which will provide external analysis and review of the schools' data.

8. Sports Hall update

Mr. Hankin gave an update on the sports Hall. Work is progressing well and the building is on track for completion at the start of November. There is a slight delay in connecting services to utility connections in Highbury Road as a full road closure is required. This closure should now take place at the end of October. A further 2-3 weeks of testing will be needed, so expected final handover of the building to the school should be completed by the end of November. The project remains within budget.

9. Expansion update

Mr. Hankin advised that the Regional Schools Commissioner has now given approval to the expansion of the school, with a final capacity of 1,400 students. Contract negotiations have been taking place over the summer, to refine the specifications and cost of the works. It is expected that the final cost will be agreed very shortly, allowing the award of the building contract for the work.

10. Multi Academy Trust update

Mrs. Manning reported on discussions held with the Department for Education. The application to form a MAT has been considered by the Regional Schools Commissioner and Headteacher Board. The DfE are very reluctant to approve 'empty' MATs and would like to see an Academy Application from another school wishing to become part of this MAT. Conversations have been held with a number of schools regarding the MAT proposal, but none have yet decided to submit an Academy application.

If a school confirms that it is interested in joining the MAT, HGS will need to undertake a due diligence process, covering matters such as finance, data, HR, assets and buildings, safeguarding, governance, to ensure there are no adverse matters that might affect the Trust. Governors discussed the work involved, and whether the school had capacity to undertake it. Mrs. Manning confirmed that support resources are available to assist with this process and she expects that there will be capacity in school to undertake a due diligence review.

11. Link Governors

The schedule of link departments was reviewed. Mrs. Astill agreed to become link for Music & Drama, Mr. Hall for Art & Design and Mr. Seaman Hill for Geography.

Mr. Lucas reported on a visit before the summer to the social Sciences department. There have been big improvements in psychology compared to the previous year. It was noted that there is no upper limit to coursework in Health & Social Care which sometime causes issues with students producing considerably more material than they needed to. Some students have an appetite for more work experience opportunities.

12. Parent Governor Election

Three new parent Governors will be required in October. Governors were encouraged to promote this opportunity to any parents they thought might be interested.

13. Any Other Business

Mr. Crowther invited any Governor interested in participating in either students panels or Learning Walks to contact him. Mrs. Job encouraged Governors that do not have children at the school to use these opportunities as a way of obtaining a better understanding of the life of the school.

14. Date of next meeting

Tuesday 5 December 2017

The meeting closed at 7.30pm

HITCHIN GIRLS' SCHOOL GOVERNING BODY

COMMITTEE MEMBERSHIP 2017/2018

ADMISSIONS COMMITTEE

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

Clerk: Mr Tony Hankin

FINANCE & RESOURCES COMMITTEE

Mrs Charlotte Astill
Mr Ken Down (Chair)
Mrs Chris Emmings
Mr Tony Fitzakerly
Mr Chris Hall
Mr Simon Lucas
Mrs Frances Manning
Mr Steve Mills
Mr Colin Minton
Mr Mark Seaman Hill

Clerk: Mr Tony Hankin

CURRICULUM & PERFORMANCE COMMITTEE

Mrs Chris Emmings
Mr Chris Hall
Mrs Nesta Job
Mr Andrew Jones
Mrs Mary King (Chair)
Mrs Frances Manning
Dr Kate Middleton
Mr Steve Mills
Mrs Sonia Morrison

Clerk: Mr Tony Hankin

PERSONNEL COMMITTEE

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

Clerk: Mr Tony Hankin