

**HITCHIN GIRLS' SCHOOL**  
**MINUTES OF AN ONLINE MEETING OF THE GOVERNING BODY**  
**HELD AT 5.00PM ON TUESDAY 7 JULY 2020**

**Present:** Mr. K. Balfe Mrs. F. Manning (Headteacher)  
Mr. K. Down Dr. K. Middleton  
Mr. G. Edwards Mr. S. Mills  
Mrs. C. Emmings Mrs. S. Morrison  
Mr. C. Hall (Chairman) Mrs. K. Rowe  
Mrs. N. Job Mr. T. Scott  
Mrs. M. King Mr. M. Seaman Hill  
Mr. S. Lucas Mr. M. Winter

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

**1. Welcome & Apologies for Absence**

The Chair welcomed everyone to the online meeting of the Governing Body. Apologies were received and accepted from Ms. J Briggs, Mr. T. Fitzakerly and Mr. C. Minton. 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. Minutes of previous meeting**

4.1 Minutes of the meeting held on 16 June 2020.

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

4.2 Matters arising.

Covid-19 update. Mrs. Manning gave an update on the current arrangements. Key worker students are still coming into school and a small number of additional students who were identified as potentially benefiting from attending are also now coming in. 25% of Year 10 and 12 students are attending each day and the feedback from both students and staff has been very positive.

Looking ahead to September, guidance was released a few days ago. It is clear that all students will be expected to attend. Students should remain in 'bubbles' where possible, but it is recognised that in a secondary school this bubble may be a whole year group to allow for options choices and subject setting. Planning is underway for this and will be shared with staff, students, parents and governors as decisions are finalised. An

updated risk assessment will be produced and staff will be consulted on this. The guidance is still being updated and changes are likely during the summer holiday.

## **5. Review of School Improvement Plan 2019/20**

Mrs. Manning reviewed the 2019/20 plan and progress against the objectives set last year. Despite the challenges of the past few months, the school has achieved most of what it set out to do. The IT change last summer and the switch to Google has been a real benefit and ensured consistency in Teaching and Learning during lockdown. Some actions have not been possible due to the closure of the school buildings, for example it has not been possible to complete as many lesson observations as possible for evaluation.

A lot of work has taken place around Tutor Time, the next challenge is to ensure that it is applied consistently. The use of Unifrog has been very helpful. Work on the curriculum has led to the creation of curriculum maps for all subjects at Key Stage 3 and these are being published on the school website.

The Headstrong programme has been very helpful in supporting student wellbeing during lockdown. Although training courses have been suspended, many staff have been able to complete online training and CPD sessions. The school also achieved accreditation as a World Class School during the year.

Governors thanked Mrs. Manning for her review, and noted the achievements despite all the additional work, pressures and uncertainty faced by the school which has been caused by the coronavirus pandemic.

## **6. School Improvement Plan 2020/21**

Governors reviewed the draft plan for 2020/21.

Mrs Manning explained that the plan is a little different this year. The foreword to the plan contains a summary of the actions and activities completed during lockdown that weren't planned. The pandemic has changed many things and the focus for 2020-21 is very clear. There is a single key objective to be achieved across the school which is to effectively manage the return of children and staff to face to face learning and to support them academically and pastorally in a recovery from lockdown and in establishing a new normal in their education and development.

The rationale is still the same as in previous years – Being Brave - and the impact of this approach has been evident through what has needed to be done over the past few months and the successful, high quality, outcomes. Engagement of students has been very high. Continuation of this approach will recognise the impact of recent times but use this to help develop the plan for the future.

There are no separate department plans as the key objectives in the plan are for all. The plan identifies key objectives, actions required and the success criteria and Mrs. Manning highlighted some of these including:

- Working on a recovery curriculum for all year groups
- Establishing a new SEND team with new SENCO
- Establishing a catch up and support programme

- Staff development
- Transition programme for Year 7 & 12 students
- Remote delivery of key and whole school events
- Review and update of the governance structure
- Delivery of an additional science teaching space.

Governors discussed the plan and agreed that it was pleasing to hear about all the work planned to ensure that students are not going to be defined by the Covid years and that the school will focus on supporting student learning and progress. They confirmed that it is a good plan, well laid out to allow clear monitoring of progress. They asked that, where possible, numbers should be included in the success criteria to help measure outcomes.

The plan was **AGREED**.

#### **7. Any Other Business**

Mrs. Manning informed Governors that there is currently a consultation on public exams and assessment plans for next year. Details will be sent to Governors and parents.

She also informed Governors of the forthcoming virtual memorial concert for Mr. Barry Chambers.

Governors expressed their thanks to all staff for everything they are doing and especially the additional work required over the past few months. They wished everyone a good summer break.

#### **8. Date of next meeting**

Tuesday 15 September 2020