

HITCHIN GIRLS' SCHOOL
MINUTES OF A MEETING OF THE GOVERNING BODY
HELD AT 6.10PM ON TUESDAY 10 SEPTEMBER 2019

Present:

Mrs. C. Astill	Mrs. M. King
Mr. K. Balfe	Mr. S. Lucas
Ms. J. Briggs	Mrs. F. Manning (Headteacher)
Mr. K. Down	Mrs. K. Rowe
Mr. G. Edwards	Mr. T. Scott
Mrs. C. Emmings	Mr. M. Seaman Hill
Mr. T. Fitzakerly	
Mr. C. Hall (Chairman)	

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, Mrs. N. Job, Dr. K. Middleton, Mr. S. Mills, Mr. C. Minton and Mrs. S. Morrison. Mr. S. Sprawson was absent.

Mrs. Morrison has advised the Chair that she will be unable to participate in meetings until after Christmas and this was noted and agreed.

2. Appointment of Chair and Vice Chair

Mr. Down proposed that Mr. Hall is reappointed as Chair. This was seconded by Mr. Scott and **APPROVED**.

Mr. Seaman Hill proposed that Mrs. Job is reappointed as Vice-Chair. This was seconded by Mrs. King and **APPROVED**.

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 pecuniary or other interest in the items for discussion. Mrs. Astill declared an interest in item 8.

5. Minutes of previous meeting.

5.1 Minutes of the meeting held on 18 June 2019.

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

5.2 Matters arising.

Headteacher's mid year review (from item 5). This has taken place and Mrs. Manning informed Governors that she found the process very useful.

6. Headteacher's update and examination results summary.

Mrs. Manning reported that it has been a busy start to term but all has gone well. Staff have appreciated having 2 INSET days at the beginning to help prepare. This allowed for the preparation and information sharing, including Safeguarding and GDPR updates, to take place over a longer period. All students are now wearing the new skirt and looking very smart. Year 7 have had a very positive induction week and there was a lot of positive feedback from parents at the induction celebration evening.

The changeover to the new IT system has gone well, although it is sometimes taking longer to find out how to do things. It will be very good going forward as staff become more familiar with the features and functionality.

The summer examinations went well and the results are really pleasing. Mrs. Manning gave Governors an overview of the outcomes, reminding them that some of the data is still unvalidated. More detailed analysis will be reviewed at the next Curriculum & Performance Committee meeting to which all Governors are welcome to attend.

A level

- The Average Points Score (APS) grade improved from B- to B.
- There was an increase in all grade bands compared to 2018 and all were above national figures.
 - 32.6% were A*-A, compared to 31.4% last year and a national figure this year of 25.5%.
 - 60.4% were A*-B, compared to 57.6% last year and a national figure this year of 51.6%.
 - 87.6% were A*-C, compared to 81.9% last year and a national figure this year of 75.8%.
 - 100% were A*-E, compared to 99.2% last year and a national figure this year of 97.6%.
- There were a number of individual successes with two students achieving 4 A* grades and two achieving 2 A* and 2 A grades. Eight achieved 3 A grades. There were also fantastic results across the whole ability range with many students achieving results that they perhaps didn't think were possible earlier in their school career.

GCSE

- The results for the cohort were better than could have been expected, given some of the issues faced by many students during Key Stage 4.
- The Attainment 8 score has increased from 5.8 to 5.9 and is up in all measures.
- The number achieving Grade 5+ in English & Maths increased from 62.6% to 64.9% and for Grade 4+ in English & Maths this increased from 83.4% to 90.6%.
- The percentage of grades at A/7+ increased from 32.8% to 37.5%, against a national figure of 20.8% and for grades C/4+ the figure rose from 88.6% to 90.6% with a national figure of 67.3%.
- One student achieved 9 x 9 grades, 1 x 8 and 1 x A distinction. Two gained Grade 9 in six different subjects. Forty four students (25.7% of Year 11) gained at least one Grade 9 in their exams.
- The provisional P8 figure from the Fisher Family Trust early results service based on unvalidated data is showing as 0.56 which is very pleasing.

Other successes

- Fourteen students in Year 11 sat Additional Maths and gained 3 x A distinction, 5 x A*, 3 x A and 3 x B
- Sixteen students in Year 12 were entered for EPQ with 56.3% of those completing the qualification achieving A*- A grade
- Three students in Year 9 gained a grade 9 in a Language along with a Year 10 who secured a grade 8.

Mrs. Manning stated that she was pleased with the GCSE results as they were better than they might have been. Governors asked why this was and Mrs. Manning replied that there were many students with mental health and other issues in this cohort. Staff have invested a huge amount of time mentoring students on the grade borders and this has helped. There were also lots of early meetings with parents and follow up support.

Governors also asked whether students are having to work harder than in the past. Mr. Crowther replied that the new GCSE curriculum is certainly much tougher than previously, with much more content to cover and learn.

Governors congratulated staff and students on the results and thanked them for the enormous amount of hard work and effort that has led to these very successful outcomes.

7. Governance & Financial oversight

7.1 Academies Financial Handbook

Mr. Hankin referred to the circulated document advising Governors of the changes to the handbook for the coming year. Two key areas to note related to the provision of monthly management account information and the increased requirements relating to Internal Scrutiny. An audit committee function is required and it was suggested that this remit is added to the terms of reference for the Finance & Resources Committee. A letter from the Chief Executive of the ESFA to Trustees relating to the changes was noted, along with Government guidance on Internal Scrutiny in Academy Trusts.

7.2 Committee structure and terms of reference

Amended terms of reference which included the addition of internal audit responsibilities were reviewed. It was noted that employees (staff governors) are not allowed to participate in the audit committee part of the Finance meetings.

The updated Terms of Reference for Committees was **APPROVED**.

7.3 Appointment of Governors to Committees

The membership of committees was reviewed and agreed (See appendix A).

7.4 Appointment of Committee Chairs

Mr. Down was proposed as Chair of the Finance, Resources & Audit committee, Mrs. King as Chair of the Curriculum and Performance Committee, and Mrs. Job as Chair of the Personnel and Admissions Committees.

These appointments were **AGREED**.

7.5 Academy Financial Handbook Schedule of Musts

The schedule, along with a response for each item, was reviewed and **APPROVED** for signing by the Chair and Accounting Officer.

7.6 Risk Register

The updated Risk Register was reviewed and **APPROVED**. It was noted that ongoing monitoring of this document will be a function of the Audit Committee.

7.7 Future training events and other requirements.

Governors were reminded of the training opportunities provided by Herts for Learning and encouraged to book on courses that are of interest or relevance to them.

8. Admission arrangements 2021/22

Mr. Hankin informed Governors that if any changes are required to the arrangements for September 2021 a consultation will need to be undertaken starting on 18 November 2019.

Governors agreed that the current arrangements are working well and no changes are considered necessary.

Governors therefore agreed to continue with the 2020/21 arrangements and **APPROVED** these as Determined Admission Arrangements for 2021/22

9. Governor vacancies

Mr. Hankin informed Governors that Mrs. Astill's term of office as a Parent Governor ends on 18 October. There is already one vacancy for a Parent Governor and a Parent Governor election will be held in October for the two vacancies

Mr. Hall thanked Mrs. Astill for her time on the Governing Body and especially for her input as the Link Governor for Pupil Premium.

10. Link Governors

The list of Governor link departments was reviewed. Mr. Scott agreed to become the Link Governor for Business and Computing, Ms. Briggs for English and Media and Mrs. King for Pupil Premium.

Mr. Lucas reported on a visit to the Social Science Department in July. They have had another challenging year with some long term staff absence but staff have remained upbeat. Students are very positive about the support staff have provided. Summer examination results have been very good and reflect the extra effort from staff and students.

11. Any Other Business

Mrs. Manning informed Governors that there is likely to be a Government consultation shortly relating to the Ofsted Inspection Framework which will include a proposal to remove the exemption from further inspections which applies to schools rated as Outstanding.

12. Date of next meeting

Tuesday 3 December 2019

Appendix A

HITCHIN GIRLS' SCHOOL GOVERNING BODY

COMMITTEE MEMBERSHIP 2019/2020

ADMISSIONS COMMITTEE

Ms Joanne Briggs
Mr Chris Hall
Mrs Nesta Job (Chair)
Mrs Mary King
Mrs Frances Manning
Dr Kate Middleton
Mr Steve Mills
Mr Colin Minton
Mr Toby Scott
Mr Stuart Sprawson

Clerk: Mr Tony Hankin

CURRICULUM & PERFORMANCE COMMITTEE

Ms Joanne Briggs
Mr Geoff Edwards
Mrs Chris Emmings
Mr Chris Hall
Mrs Nesta Job
~~Mrs Daljit Kaur~~
Mrs Mary King (Chair)
Mrs Frances Manning
Dr Kate Middleton
Mr Steve Mills
Mrs Sonia Morrison
Mr Toby Scott

Clerk: Mr Tony Hankin

FINANCE, RESOURCES & AUDIT COMMITTEE

Mr Kieran Balfe
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 *
Mrs Katharine Rowe
Mr Mark Seaman Hill *

* Audit Committee function

Clerk: Mr Tony Hankin

PERSONNEL COMMITTEE

Mr Tony Fitzakerly
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