

**HITCHIN GIRLS' SCHOOL  
MINUTES OF A MEETING OF THE GOVERNING BODY  
HELD AT 6.10PM ON TUESDAY 11 SEPTEMBER 2018**

**Part 1 Business**

**Present:**

Mrs. C. Astill	Mrs. M. King
Mr. K. Balfe	Mr. S. Lucas
Mr. K. Down	Mrs. F. Manning (Headteacher)
Mr. G..Edwards	Mr. C. Minton
Mr. T. Fitzakerly	Mrs. S. Morrison
Mrs. N. Job (Vice Chair)	Mr. T. Scott
Mrs. D. Kaur	Mr. M. Seaman Hill
	Mr. S. Sprawson

**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. C. Emmings, Mr. C. Hall (Chairman), Dr. K. Middleton and Mr. S. Mills.

**2. Appointment of Chair & Vice Chair**

Mr. Hankin advised that Mr. Hall has confirmed he is willing to be re-appointed as Chair. Mr. Minton proposed Mr. Hall be appointed Chair for 2018/19 and this was seconded by Mr. Fitzakerly. There were no other nominations and Mr. Hall was unanimously appointed.

Mrs. Morrison proposed Mrs. Job be appointed Vice Chair for 2018/19 and this was seconded by Mr. Fitzakerly. There were no other nominations and Mrs. Job was unanimously appointed.

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

- a) School Funding Parents Forum feedback
- b) Admission criteria consultation

**4. Declarations of Interest**

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

**5. Minutes of previous meeting.**

5.1 Minutes of the meeting held on 19 June 2018.

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

5.2 Matters arising.

Governor newsletter to parents regarding school funding (from item 8.3). This has not yet been produced.

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

Mrs. Manning gave a presentation outlining key information from the summer 2018 examinations. A full analysis by subject and student groups will be reviewed at the October Curriculum & Performance committee and all Governors are welcome to attend.

Mrs. Manning expressed thanks to Mrs. Emmings, Mrs Mills and all staff involved in the examination process for their work and support throughout the examination and results period. She reminded Governors of the different measures used to report on and analyse results and the fact that not all are available yet, whilst others may still change slightly due to re-marks.

Post 16 results were very pleasing and there was an increase in the average points score and the number achieving top grades. Results were well above national average.

2017 was an exceptional year for GCSE results and an increase this year was not expected. However, Mrs. Manning confirmed that she was not unhappy with the results. The P8 measure would not be available until later in the year. There had been an increase in the number of A/7+ grades and the percentage achieving these was considerably higher than the national average. Mrs. Manning expected the school to be well positioned again in the league tables.

Mrs. Manning was asked about the support available for students who did not do as well as expected. She explained that all students are told to have a 'Plan B' and that staff, as well as advisors for Connexions and the careers service, are available on results days. Many students are offered a university place despite not achieving the required grades. The Connexions Advisor keeps in contact with students until they have confirmed their future plans. Mrs. Manning was also asked whether the increase in Unconditional offers had an impact on Post 16 grades. She advised that a review of this was still to be done. Governors suggested that Sixth Form students should be made aware of the importance that future employers place on grades achieved at A level.

Governors thanked Mrs. Manning for her review and congratulated students and staff on the results.

## **7. Expansion update**

Mr. Hankin reported on the expansion work that has been completed over the summer holiday. The new Woodside teaching block is in use, along with the new Science laboratory, enlarged Dining Room and additional car park. Many department and office moves have also taken place. The project is still within budget. External works around the new block are being completed and the contractor will start to remove and clear their site compound.

Mrs. Job expressed thanks to Mr. Hankin for his work in managing the project and delivering it on time and within budget. She has seen the new facilities which were very impressive and encouraged Governors to attend the official opening.

Governors agreed to send a letter of thanks to the LGH Architects, T.J. Evers Building Contractor and Tillyard, Employer Agents, as both the sports hall and the expansion facilities are a great addition to the school.

## **8. Governance & Financial oversight**

### **8.1 Academies Financial Handbook requirements**

Mr. Hankin reminded Governors of the requirements placed on the Trust which are detailed in Annex C of the handbook. This list was reviewed and discussed by the Governors. Governors also noted the annual letter to the Trusts' Accounting Officer from the ESFA.

Mr. Hankin also advised Governors of the main changes contained in the Academy Financial Handbook for 2018/19.

### **8.2 Governance skills audit**

The outcome of the recently completed skills audit, using the template from the National Governors' Association, was reviewed and discussed. It showed that there is a good mix and balance of skills and experience across the Governing Body. Governors agreed that the audit will be of use when considering Governors for any future vacancies.

### **8.3 Governor vacancies**

Mr. Hankin informed Governors that there is currently a vacancy for a Staff Governor elected by the teaching staff. He also advised them that there will be a vacancy for a Parent Governor from October when Mr. Mills' term ends and that he is no longer eligible to stand again as a Parent Governor.

Mr. Mills has indicated to the Chair that he is very happy to continue to support the Governing Body if that is felt helpful. Mrs. Job referred to the recent skills audit and stated that Mr. Mills' role as a Headteacher in a local Junior School helped strengthen the Governing Body's knowledge and experience in the educational and curriculum areas. Although there is currently no vacancy for a Community Governor, the Governing Body is able to appoint up to 3 Co-opted Governors. Mrs. Manning advised that she found it very useful having another person on the Governing Body who has experience of running a school.

Mrs. Job proposed, seconded by Mr Seaman Hill, that Mr. Mills be Co-opted as a Governor for a 4 year term, and this was **AGREED**. There was one abstention.

### **8.4 Governance & committee structures & appointment of Governors to committees**

Governors confirmed the current committee structure. Mrs. Job asked whether any Governor wished to change or join a committee. Mr. Fitzakerly offered to join the Personnel Committee. Mrs. King, Mr. Scott and Dr. Middleton (prior to the meeting) offered to join Admissions, and Mr. Down stood down from that committee.

The **AGREED** committee membership is attached (Appendix 1)

### **8.5 Appointment of Committee Chairs**

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

## **8.6 Approval of Committee Terms of Reference**

These were reviewed. A change was agreed to the function of the Admissions Committee to reflect the fact that the Local Authority determine, on behalf of the Academy Trust, whether the evidence provided is sufficient to meet the criteria for admission under Rule 2 (Medical or Social).

Subject to this change, the Terms of Reference were **APPROVED**.

## **8.7 Future training events and requirements**

Governors were reminded of the training taking place in school for all Governors, apart from Staff Governors, on Handling Complaints and Exclusions.

Governors were encouraged to attend the annual Herts. For Learning Governor conference and also take advantage of the training courses provided throughout the year.

Governors asked when the next Safeguarding training was due, and Mrs. Manning agreed to check and advise.

## **9. Link Governors**

The schedule of Link Governors was reviewed. Mrs. Kaur agreed to become the Link Governor for Business Studies, Economics & Computing. Mrs. Manning suggested that Dr. Middleton becomes a Link Governor for Mental Health support and this was agreed.

Mr. Mills provided a report on time spent with the Classics department before the end of the summer term. He reported on great enthusiasm from the staff and students for the subject. The extra curricular activity and support for other schools was pleasing to note. He highlighted the work of the Minimus project in primary schools.

Governors noted that Mr. Mills had used a template to write his report and whether this should be adopted. It was agreed that it may not be suitable for all Governors or visits, but that the use of a template should be discussed at the next meeting.

## **10. General Data Protection Regulation (GDPR)**

Mrs. Kaur gave Governors a short presentation on the new legislation and how this affects the school.

## **11. Any Other Business**

### **a) School Funding Parents Forum feedback**

Mrs. Astill reported on the meeting held in July at The Priory School which was attended by Bim Afolami, MP. One outcome was that Mr. Afolami had offered to attend a HGS Governors meeting to discuss school funding. Mrs. Manning confirmed that he had accepted an offer to attend the December meeting. It was agreed that whilst it was important to focus on the funding issues faced by schools, it was also important to identify some small wins that Mr. Afolami could hopefully achieve for HGS.

### **b) Admission Criteria consultation**

Mr. Hankin informed Governors that the Local Authority had advised all admitting authorities that there was a statutory need to undertake a consultation for 2020/21 due to a change that will need to be made relating to Rule 2. Mrs. Manning proposed that she would also like to review the eligibility criteria for the staff rule. The deadline for submitting details of the consultation to the Local Authority is 5<sup>th</sup> November. Governors agreed to consult on changes to Rule 2 (Medical or Social) and Rule 4 (Children of Staff) and agreed to delegate approval of the wording to the admission committee.

## **12. Dates of next meetings**

Tuesday 4<sup>th</sup> December 2018

The meeting closed at 8.15pm

## Appendix A

### HITCHIN GIRLS' SCHOOL GOVERNING BODY

#### COMMITTEE MEMBERSHIP 2018/2019

##### ADMISSIONS COMMITTEE

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

##### FINANCE & RESOURCES COMMITTEE

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

Clerk: Mr Tony Hankin

##### CURRICULUM & PERFORMANCE COMMITTEE

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

##### 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