

HITCHIN GIRLS' SCHOOL
MINUTES OF AN ONLINE MEETING OF THE BOARD OF TRUSTEES
HELD AT 6.00PM ON TUESDAY 22 JUNE 2021

Present:

Mr. K. Balfe	Mrs. M. King
Mr. K. Down	Mr. S. Lucas
Mr. G. Edwards	Mrs. F. Manning (Headteacher)
Mrs. C. Emmings	Dr. K. Middleton
Mr. T. Fitzakerly	Mr. S. Mills
Mrs. S. Franklin	Mrs. K. Rowe
Mrs. S. Frost	Mr. T. Scott
Mr. C. Hall (Chairman)	Mr. M. Winter
Mrs. N. Job	

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

1. Welcome & apologies for absence

Mr. Hall welcomed everyone to the meeting. Introductions were made to the two newly elected Parent Trustees, Mrs. S. Franklin and Mrs. S. Frost. Apologies were received and accepted from Ms. J Briggs. Mr. M. Seaman Hill was absent.

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

None

3. Declarations of interest

Trustees 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 March 2021.

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

4.2 Matters arising.

None.

5. Headteachers' report

Mrs. Manning reviewed her report and invited questions

Work on Teacher Assessed Grades (TAGs) has just been completed. These replace the summer public examinations. It has been a huge job for staff to prepare, check and moderate these and has taken a lot of time and effort. Trustees discussed the work involved, the moderation process, the impact on staff workloads, wellbeing and student anxiety. A staff Trustee mentioned that although students were stressed during the recent assessments, the majority dealt with the situation really well. Parental anxiety is becoming more of an issue. The workload for the Pastoral team has increased over the past few months.

Plans to introduce Chromebooks for Years 7 & 10 from September are progressing. CPD sessions for staff on ways to utilize these to support learning are taking place this term. Support and guidance for students and parents will be available on the website. Trustees noted that support is being provided for parents of students eligible for Pupil Premium.

Work on the School Improvement Plan for next year has commenced. As previously agreed, this will be available for discussion and approval in September.

An application to apply for renewal of our status as a World Class School will be made next term. One Year 9 student who was involved in the initial application has been nominated for the World Class Individual Student of the Year Award for her world class work as a shadow assessor. The winners of the award will be announced at the Awards Ceremony during the World Class Schools Symposium later this term and she will also be awarded her qualified assessor status at this event.

As previously advised, the North Herts. Teaching School has to close at the end of term. HGS will become a lead partner of the Alban Alliance supporting the Alban Alliance in the North Herts. area.

Attendance figures have been affected by Covid-19 but HGS is still above the national figures. Trustees asked whether attendance is likely to have any impact on grades this summer. Guidance from the DfE is that no one should be penalised for missed learning due to Covid.

Mrs. Manning is a member of a Hertfordshire County Council/Herts for Learning working group providing support and guidance to schools in response to the Everyones Invited agenda. This was discussed. A letter to parents regarding this will be sent shortly.

Mrs. Manning was thanked for her report.

6. Committee reports

6.1 Admissions Committee

Dr. Middleton reported on the meeting held on 27 April. An update on in-year movement was reviewed. It was noted that an objection had been made to the Office of the School Adjudicator relating to the admission arrangements for September 2022.

The minutes of the meeting were noted.

Mr. Hankin informed Trustees that a decision by the Schools Adjudicator has just been received. He found partially in favour of the objection. A change will be required to the admission arrangements, but this does not need to be in place until September 2023. The Local Authority admissions team will model the impact of various adjustments and discuss these with the school. Hitchin Boys' School will also need to review their arrangements.

Following approval by the Government of the new School Admissions Code, a slight change to the definition of Rules 1 & 2 is required to the admission arrangements for September 2021/22 for In-year admissions and for secondary admissions from September 2022. The updated arrangements were reviewed and **APPROVED** as the Determined Admission arrangements for 2021/22 and 2022/23.

6.2 Curriculum & Performance Committee

Mr. Lucas reported on the meeting held on 27 April. The committee had discussed the TAG process. Presentations were received covering the careers programme in school and the use of CPOMS to support the management of safeguarding information. An updated Curriculum Policy was reviewed and approved. This was **NOTED** by Trustees.

The minutes of the meeting were noted.

6.3 Finance & Resources Committee

Mr. Edwards reported on the meeting held on 4 May. An update on the current financial position was received. Progress on the construction of the new science laboratory was noted. The draft budget for 2021/22 was examined and recommended for approval and the three year financial projection noted.

The Financial Procedures document, Investment Policy and CCTV policy were all reviewed and approved. This was **NOTED** by Trustees.

Mr. Edwards recommended approval of the budget for 2021/22. The budget was **APPROVED**.

The minutes of the meeting were noted.

6.4 Audit and Risk Committee

Mr. Down reported on the meeting held on 4 May. The latest report from the Responsible Officer was received. There were no matters of concern. The Risk Register was reviewed and the levels of risk discussed. No changes were made.

The minutes of the meeting were noted.

6.5 Personnel Committee

Mrs. Job reported on the meeting held on 4 May. The staffing report was received and the staffing requirement for 2021/22 discussed along with the staffing budget. Feedback from staff exit interviews was noted.

The minutes of the meeting were noted.

Mrs. Manning confirmed that the school is fully staffed for September.

6.6 Strategic Planning Committee

Mr. Hall reported on the meeting held on 19 May 2021. The Governance structure was reviewed and the election of two new parent trustees noted. The latest Government communication regarding the future expansion of the Multi Academy Trust programme and the possible impact on HGS was discussed. It was agreed that this matter should continue to be monitored.

The minutes of the meeting were noted.

7. Link Trustee visits

Mr. Lucas reported on an online meeting with the Social Science department. The feedback was very positive despite the strain of Covid restrictions and the work relating to TAGs.

8. Meeting Dates 2021/22

The proposed meeting dates for next year were noted. It is hoped that some meetings will be able to return to face to face.

9. Any Other Business

Ofsted. The window for Outstanding schools to be inspected opens in September. Herts for Learning will be running update workshops for Outstanding schools.

Mr. Hall expressed thanks to all staff for everything they have done this year and are continuing to do to support students and keep the school open. He wished them a relaxing and restful summer break.

10. Date of next meeting

Tuesday 14 September 2021

The meeting closed at 7.25pm.