

HITCHIN GIRLS' SCHOOL

Minutes of a meeting of the Board of Trustees held at 6.30pm on Tuesday 6 June 2023

Present:	Mr. K. Balfe	Ms. A. Holden
	Mr. J. Crowther (Headteacher)	Mrs. N. Job (Chair)
	Mr. K. Down	Mrs. M. King
	Mr. G. Edwards	Mr. S. Lucas
	Mr. T. Fitzakerly	Mr. S. Mills
	Mrs. S. Franklin	Mrs. K. Rowe
	Mrs. S. Frost	Mrs. A. Thornber
	Mr. C. Hall	Mr. M. Winter

In attendance: Mr. T. Hankin Clerk

1. Welcome & apologies for absence

Mrs. Job welcomed everyone to the meeting of the Board of Trustees. Apologies were received and accepted from Mr. D. Roberts. Mr. T. Scott 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 21 March 2023.

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

4.2 Matters arising.

Link department visit (from item10). Mr. Winter advised that the visit to the Maths department has been completed.

5. School Improvement Plan 2023/24

Mr. Crowther introduced the SIP for 2023/24. It is in a different format this year and will work as a combined SIP and SEF (School Effectiveness Form) with ongoing review and update and termly RAG rating of key actions.

He began with a vision document which brings together the vision of where the school wants to be, the values recently introduced to the school community and three clear aims. It is expected that this will cover the next three years. The document outlines six core areas of focus:

- Quality of Education
- Behaviour and Attitudes
- Personal Development
- Leadership and Management

- Culture and Ethos
- Environment

Trustees stated that the vision document gives a clear overview of the vision for the school and liked the brevity of the document.

Mr. Crowther then moved on to a SIP summary document which sets out the key priorities and objectives for the coming year under each of the six headings. He went through each item providing background and context and gave examples of some of the work underway or planned.

The summary document is backed by a detailed plan which gives further information on the key actions to be taken for each objective, the success criteria, the staff responsible and any cost involved. The plan also includes space for review of progress and RAG rating each term.

He referred to the objective to potentially introduce a new Management Information System (MIS). Evaluations of the need, benefits and costs relating to this are taking place with the other two schools in the consortium. If a decision is made to move to a new system, a lot of time will need to be allocated to this which may then require a review of other priorities.

He thanked the Senior Leadership Team for their work in creating this plan.

Trustees asked a number of questions relating to the plan.

Mr. Crowther was asked about the importance of each objective, which have the greatest need, and what happens if the RAG rating shows something is not progressing as planned. He explained that there is something in each objective that needs to be achieved. As part of their regular review, the SLG will consider reallocation of priorities or focus if a critical action is not on track.

A Trustee asked about the content of the Sixth Form enrichment plan. Mr. Crowther explained that students received 40 hours of enrichment during the year and this includes areas such as personal development, finance, safety, higher education and careers information and guidance.

A Trustee asked about the Chromebook Directory and Digital Champions. Mr. Crowther advised that there will be a list of specific apps for use across the school where appropriate. With so many new ones being launched, rationalising the number used will help staff and students focus on and build up their knowledge of those that best meet the needs of the school. It will be kept under review. Digital Champions are a group of staff who develop and promote good practice on the use of Chromebooks, Google and other apps to colleagues.

Trustees remarked that they liked the new format of the plan and enjoyed reading through it. It was noted that the success criteria for some of the objectives may be harder to establish than others. The termly review and RAG rating will allow Trustees to monitor progress on a regular basis.

Mr. Crowther was thanked for his work on the plan and for his passion when presenting it. Trustees noted his regular use of key words including consistent, coherent, transparent and equitable, which had been good to both read and hear.

The School Improvement Plan for 2023/24 was approved.

6. Any other Business

None

7. Date of next meeting

Tuesday 20 June 2023