

**MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD AT THE SCHOOL ON 1 May 2019 at 6.30pm**

Governors Present: Robin Spicer – Chair for Meeting, Steven Chown, Martyn Henson – Headteacher, Nick Hoffman, James Kay, Hilary Rodgers, Rev. Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk), Barry Burningham, Christine Crawley, Naomi Rose.

Apologies For Absence Received From: Peter Heppelthwaite and Sue Padfield.

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

Action By:

1.	<p>To receive any apologies for absence and decide whether to consent to the same</p> <p>NOTED: apologies for absence had been received from Peter Heppelthwaite and Sue Padfield. Apologies for lateness had been received from Steven Chown and Rev. Kojo Wood.</p> <p>AGREED: consent for absence was given to those who had tendered apologies for absence.</p> <p>AGREED: in the absence of the Chair, Peter Heppelthwaite, Robin Spicer (co-Vice Chair) would chair the meeting.</p>	
2.	<p>Notification of Any Other Business</p> <p>NOTED: there were no additional items of urgent business to discuss.</p>	
3.	<p>For governors to declare any potential conflicts of interest re. items on the agenda</p> <p><i>Steven Chown joined the meeting at this point.</i></p> <p>NOTED: there were no declarations of interest in relation to items on the agenda.</p>	
4.	<p>Safeguarding Report</p> <p>NOTED: the report previously uploaded to Moodle. Steve Morley was not present to lead on this item.</p> <p>NOTED: the report identified that staff were not clicking on the correct category on CPOMS. Robin Spicer offered to assist Steve Morley with this as he had found a way to prevent staff from entering the wrong code.</p> <p>AGREED: Robin Spicer and Steve Morley should investigate ways of preventing wrong coding.</p> <p>NOTED: the four incidents categorised as drugs and gang related. Governors queried this. The Headteacher believed the incidents related to drugs rather than gangs, and to small amounts of cannabis rather than significant drug amounts. He went on to say that gang culture was becoming an issue in Stevenage. Local schools were working with police on the matter. It</p>	RS/ SM

	<p>was a delicate balance, however, as the school did not wish to worry pupils and parents unnecessarily, but it did want them to be aware of issues going on in the town.</p>	
5.	<p>Health and Safety Update 2018-19</p> <p>NOTED: a report had not been uploaded onto Moodle as per the agenda as the Accident Report for the Spring Term 2019 was not yet available.</p> <p>AGREED: Christine Crawley would prepare the Accident Report for the Spring Term 2019 and upload it onto Moodle for governors' consideration.</p> <p>NOTED: the glass door that had fallen off its hinges had not yet been replaced. Christine Crawley was waiting for Engie to accept the incident as a defect.</p> <p>NOTED: there had been no health and safety incidents so far this term.</p>	CC
6.	<p>Budget 2019/2020</p> <p>NOTED: the documents previously uploaded onto Moodle. The reports covered the following matters:</p> <p>6.1 Funding Allocation 6.2 Views of Budget Working Party 6.3 Capital Return 6.4 Approval of School Budget 2019/2020</p> <p>NOTED: The Budget Working Party had met on a number of occasions to consider the draft budget and had modelled a range of different financial scenarios. The papers presented to the meeting were those recommended by the Budget Working Party.</p> <p>NOTED: the total accrued balance carried forward as of 31 March 2019 was £611,621.13. This included the devolved formula capital balance. The figure was greater than forecast. Not all FM contracts were in place yet and there had been some pre-payments for other items. Christine Crawley itemised the 2018/2019 outturn in further detail. The total revenue carry forward for the year was £510,019 which included £74,978 committed balance and £435,041 of uncommitted balance.</p> <p>NOTED: the proposed school budget for 2019/2020 as recommended by the Budget Working Party. The summary included the budget for 2019/2020 and a forecast for 2020/2021 to ensure the school could break-even by the end of the period. The 2020/2021 forecast was for a balanced budget. Christine Crawley talked through the assumptions contained within the 2019/2020 budget in some detail. Total expenditure was set as £8,316,762, leading to an in-year deficit of £97,299. This figure included £74,978 of committed spend. This amount was included in the expenditure, but was not reflected in the income as it was included within the B/Fwd figure. The actual in-year deficit was therefore in the region of £22,000.</p> <p>NOTED: the Headteacher's comments on the positive staffing position for 2019/2020.</p>	

	<p>NOTED: the capital balance of £132,152.13 that included carry forward from 2018/19. The school needed to determine its needs and priorities in relation to capital spend in 2019/2020.</p> <p>NOTED: cashflow should remain positive in 2019/2020.</p> <p>AGREED: the school budget for 2019/2020 as presented to the Governing Board with expenditure of £8,316,762, leading to an accounting in-year deficit of £97,299 and an operational in-year deficit of c£22,000. The Statement of Accounts and Outturn Statement for 2018/19, as summarised in the report, were also agreed and signed by the Chair for the meeting.</p>	
7.	<p>School Business Plan</p> <p>NOTED: the documents previously uploaded onto Moodle. Further changes to the draft plan had subsequently been made. The 18/19 and 19/20 budget situation had been factored into the document along with a four-year forecast.</p> <p>NOTED: as discussed at the last meeting, the current catering contract had been terminated with effect from July 2019. Termination costs had been c£3k. Catering staff would transfer over to the school under TUPE no measures. The school would look to converge their terms and conditions with those in the school in due course. In response to a question from governors, the term “TUPE no measures” was explained. The school’s taking over of the catering operation was a risk, but the school did not consider it to be a large risk.</p> <p>NOTED: Christine Crawley would now be reviewing the cleaning contract.</p> <p><i>Rev. Kojo Wood joined the meeting at this point</i></p> <p>NOTED: work on the caretaker’s house was almost finished. Christine Crawley had spoken to a Lettings Agent who felt the house could be let for £1200 – £1250 pcm. The school had been hoping for £1300pcm, but the proximity to the school was seen as a potential negative. The rates charged by the agent for managing the lettings process were noted, but the school did not have to make a decision until a let had been agreed. Christine Crawley favoured paying an agent to manage the let for ease of operation.</p> <p>NOTED: as mentioned previously, the school needed to determine its needs and priorities in relation to capital spend in 2019/2020. Christine Crawley hoped to be able to present a paper to the next meeting of the Governing Board. Projects were likely to include classroom improvements, but the school had yet to quantify or prioritise its other needs. Governors stressed the need for a needs analysis to be carried out.</p> <p>AGREED: Christine Crawley would upload the revised Business Plan, including an updated action plan, before the next Board meeting.</p>	CC
8.	<p>Approval of Policies</p> <p>8.1 Non-Examination Assessment Policy 8.2 Leave of Absence Policy 8.3 Disability (Exams) Policy 8.4 Emergency Evacuation (Exams) Policy</p>	

	<p>8.5 Word Processing</p> <p>NOTED: four of the five policy documents had previously been posted on the discussion section of Moodle for written comment and recorded agreement by governors prior to the meeting as detailed below:</p> <p>8.1 Non-Examination Assessment Policy NOTED: the policy had been considered by the previous meeting but an insufficient number of governors had been prepared to agree it at the time.</p> <p>AGREED: the policy.</p> <p>8.2 Leave of Absence Policy NOTED: this policy had not been uploaded onto Moodle as the County Council had recommended further changes.</p> <p>AGREED: Christine Crawley would group contributing policies in a way that made sense for the school and submit the document(s) to the next Board meeting for approval.</p> <p>8.3 Disability (Exams) Policy NOTED: the document had been posted and agreed on Moodle.</p> <p>AGREED: the policy.</p> <p>8.4 Emergency Evacuation (Exams) Policy NOTED: the document had been posted and agreed on Moodle.</p> <p>AGREED: the policy.</p> <p>8.5 Word Processing NOTED: the document had not featured on the agenda for the meeting, but had been posted and agreed on Moodle.</p> <p>AGREED: the policy.</p>	CC
9.	<p>Review of Governor Skills Audit</p> <p>NOTED: all serving governors had now completed the Skills Audit, but as the last submission had been returned less than an hour before the meeting, the Clerk had yet to prepare a formal summary. Based on the returns processed however, the Board's areas of least knowledge were purchasing, premises/ facilities management, contracting or contract management, careers, children's services and football coaching. The clerk would prepare a more detailed report and summary for submission to the next meeting of the Board. The Governing Body should seek to improve its knowledge base through training and the recruitment of new governors. The Clerk advised that a regular review of the Governing Board's skills and knowledge base would allow the board to evidence its own skills development and the impact of training undertaken, for the purposes of self-evaluation.</p> <p>AGREED: all newly appointed governors should be asked to complete a Skills audit form as part of their induction.</p>	Clerk Clerk

10.	<p>Governor Visits</p> <p>NOTED: oral feedback from Rev. Kojo Woods following a recent school visit. Also multiple visits by governors to explore the proposed 2019/2020 budget had been made to the school in early April 2019.</p> <p>NOTED: Hilary Rodgers and Nick Hoffman would be visiting the school on 2 May.</p>	
11.	<p>Minutes of Previous Meeting held on 13 March 2019</p> <p>AGREED: the minutes of the Governing Board meeting held on 13 March 2019 as a true and correct record. These were duly signed by the Chair for the meeting.</p> <p>NOTED: the following matters arising from the minutes:</p> <ul style="list-style-type: none"> • Minute 4 – Graham Blackburn had now come to the end of his term of office. The Clerk had written to him on behalf of the Governing Board. Graham had responded by wishing “Nobel every possible success for the future”. • Additional minute – AGREED: Robin Spicer as the new Safeguarding Lead Governor. • Minute 4 – in response to a question from governors, the school confirmed parent governor elections were taking place. All parents were encouraged to vote. Once the result was known, parents who had expressed an interest in becoming governors, but who were not appointed as the parent governor would be considered for the co-opted governor vacancies having regard to the outcomes of the Skills Audit. • Minute 4 – the Board still had a co-opted (staff) governor vacancy. Traditionally the two co-opted (staff) governors were appointed to ensure representation from both teaching and non-teaching staff. Sue Padfield was already a co-opted (staff) governor. AGREED: unanimously to appoint Christine Crawley with immediate effect and for a period of four years as the second co-opted (staff) governor. • Minute 4 – online governor training had just been made available by Herts For Learning, including financial training for governors, which had previously been seen as a priority by the Board and Assertive Questioning, which might be a good replacement for critical friend training. Governors who had already experienced basic online training felt it was useful, but attendance at the physical introductory training session was more beneficial. AGREED: all governors would explore the online training available via HFL. AGREED: Christine Crawley would send the online training link to Robin Spicer as he had not received it. The Clerk reminded the meeting that the June meeting of the Board would consider many annual topics including the Skills Audit, self-assessment and training. It would be helpful if the training records were up to date. 	<p style="text-align: center;">RS</p> <p style="text-align: center;">Clerk/ CC</p> <p style="text-align: center;">ALL CC</p>
18.	<p>Any Other Business</p> <p>NOTED: there was no other business to be discussed.</p>	

19.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next meeting of the Board of Governors as Wednesday, 26 June 2019 at 6.30pm (and not Wednesday 25 June 2019 as shown on the agenda).</p>	
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Drafted by: Jacquie Watts
Clerk To The Governors
2 May 2019

Approved by The Board of Governors on:

Date:26th June 2019.....

Signature (Chair):.....